



NORTH TAHOE PUBLIC UTILITY DISTRICT Board of Directors Meeting

North Tahoe Event Center
8318 North Lake Boulevard
Kings Beach, CA 96143

Tuesday, August 9, 2011
8:30 A.M. Closed Session
9:30 A.M. Open Session

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

Public participation is encouraged. Agenda copies and a complete agenda packet are located in the binder on the Public Information table in the meeting room.

The meeting location is accessible to people with disabilities. Every reasonable effort will be to accommodate participation of the disabled in all of the District's public meetings. If particular accommodations, disability-related aids, or other services are needed, please contact the Board & Records Secretary at (530) 546-4212 at least 24 hours before the meeting.

Any public record, relating to an open session agenda item distributed 72 hours prior to the meeting is available for public inspection at the District Offices located at 875 National Avenue during normal business hours, or can be viewed on the District website www.ntpud.org.

- A. CLOSED SESSION AGENDA:** Pursuant to the cited authority (all references are to the Government Code, 54956.8, 54956.9, 54956.9 (b) (1), and 54957.6), the Board of Directors will hold a closed session to discuss the following listed items. A report of any action taken will be presented upon reconvening in Open Session.
1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Discussion pursuant to subdivision (a) of Section 54956.9. Name of case: North Tahoe Public Utility District vs. The Garwood Building
 2. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION
Discussion pursuant to subdivision (b) of Section 54956.9. Number of cases: Two (2)
- B. ESTABLISH QUORUM/PLEDGE OF ALLEGIANCE**
- C. REVIEW AGENDA:** The Board reserves the right to take items out of order.
- D. TIMED ITEMS:**
1. **9:35 a.m. PUBLIC FORUM:** Any person wishing to address the Board of Directors on items of interest to the District **not listed elsewhere on the Agenda** may do so at this time. Please step up to the podium and state your name. It is requested that comments be as brief as possible, since no action may be taken.
 2. **9:45 a.m. EMPLOYEE SERVICE AWARDS:** Jim Schneider, David Berry, Chris Avery, and Ken Fisher

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

1. Approve Accounts Paid and Payable for the period from July 12, 2011 to August 8, 2011
2. Approve Minutes of the July 12, 2011 Regular Board Meeting
3. Authorize Budget Adjustment, Award Bid and Authorize General Manager to Enter into Agreement for C1 Wet Well and Dry Well Modifications Project (#1115)
4. Authorize General Manager to File Notice of Completion for Carnelian Bay West Water Main Replacement Project
5. Adopt an Education Assistance Program and Education Assistance Policy
6. Adopt Resolution 2011-14 Designating Planning and Engineering Manager Will Stelter, P.E. as the District's Engineer of Record

F. MANAGEMENT TEAM INFORMATIONAL UPDATES: Update Reports are informational only, and no action may be taken. Fifteen minutes may be allocated for discussion if deemed necessary by the Board President.

1. Management Services Department Report
 - a. Review and Discuss Monthly Financial Statement through June 2011
 - b. Treasurer's Report
2. Parks and Facilities Department Report
3. Planning and Engineering Department Report
4. Utility Operations Department Report

G. OLD BUSINESS

1. Dolly Varden Update

H. NEW BUSINESS

1. Consider Claims against District
 - a. Miles Adler (1388 Kings Vista Court)
 - b. Jeff Okamoto (Vehicle Accident on Summit Road)
 - c. Robert and Denise Bitowft (90 Speedboat)

I. GENERAL MANAGER/CEO COMMENTS

1. CalPERS Rate Change

J. CORRESPONDENCE

1. North Tahoe Business Association Correspondence

K. BOARD OF DIRECTOR'S COMMENTS

K. ADJOURNMENT

Agenda Posted and Mailed August 5, 2011

Paul A. Schultz

Paul A. Schultz, P.E.

General Manager/CEO/Ex Officio Clerk



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: August 9th, 2011

ITEM: E-1

FROM: Management Services Department

SUBJECT: Monthly Accounts Paid and Payable

RECOMMENDATION: Approve monthly accounts paid and payable.

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:

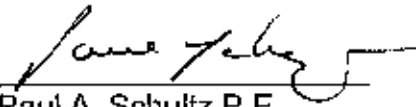
Sufficient funds are included in the adopted 2011-2012 fiscal year budget. District staff and the Finance Committee have reviewed and recommended these accounts paid and payable as appropriate District expenditures.

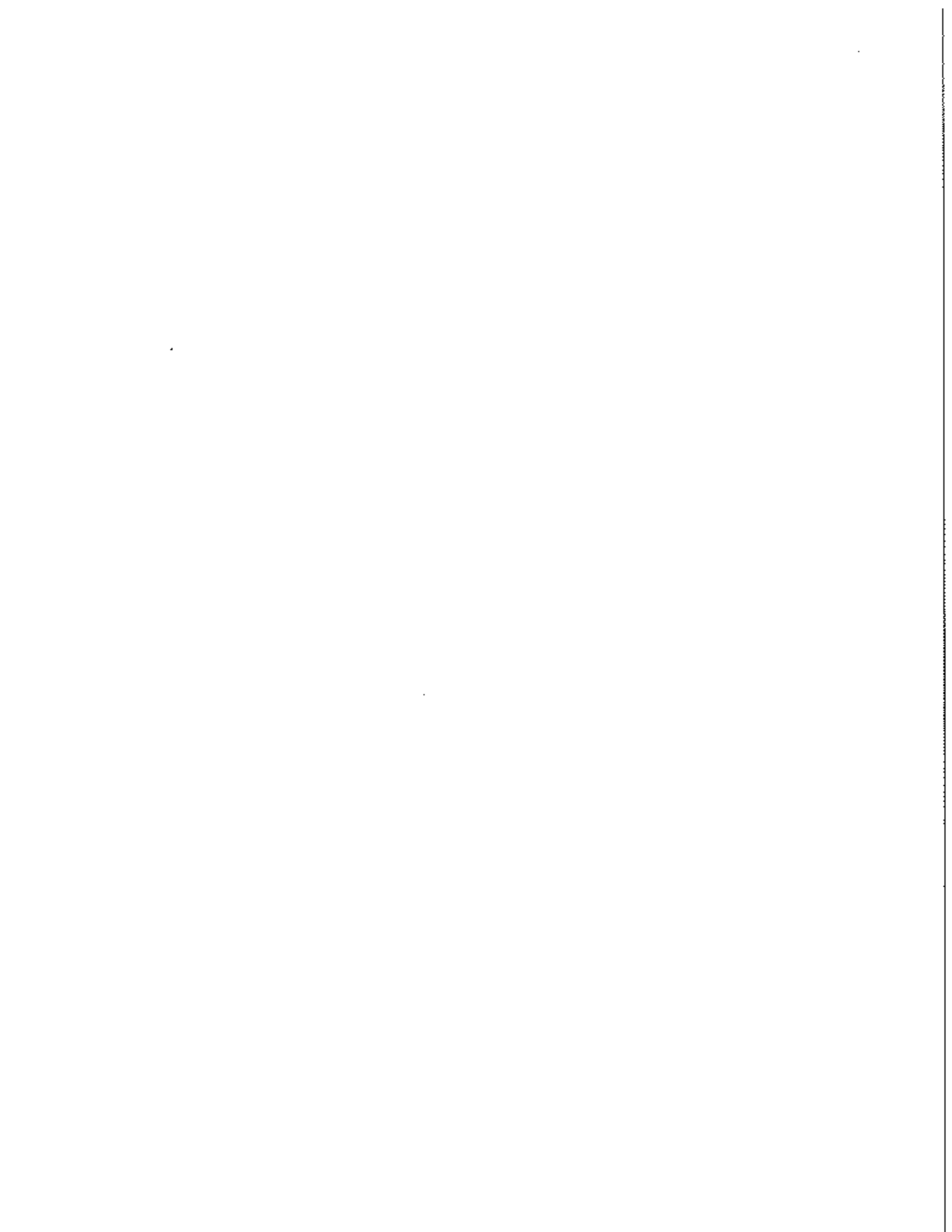
ATTACHMENTS: N/A

MOTION: Approve Staff Recommendation.

REVIEW TRACKING:

Submitted By: 
Larry Marple
Chief Financial Officer

Approved By: 
Paul A. Schultz P.E.
General Manager/CEO





**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: August 9, 2011

ITEM: E-2

FROM: Office of the General Manager

SUBJECT: July 2011 Draft Minutes

RECOMMENDATION: Approve Minutes of the July 12, 2011 Regular Board Meeting.

DISCUSSION:

At the regular Board meeting, 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 a vital and historic record of the District.

FISCAL ANALYSIS: No Fiscal Impact

ATTACHMENTS: Draft minutes from July 12th

MOTION: Approve Staff Recommendation.

REVIEW TRACKING:

Submitted By: 
Marianne Potts
Board & Records Secretary

Approved By: 
Paul A. Schultz, P.E.
General Manager/CEO



**MINUTES OF REGULAR MEETING OF
THE NORTH TAHOE PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS
North Tahoe Event Center
8318 North Lake Boulevard, Kings Beach, CA 96143**

**Tuesday, July 12, 2011
8:30 A.M. Closed Session
9:30 A.M. Open Session**

CALL TO ORDER/ESTABLISH QUORUM

The Regular Meeting of the North Tahoe Public Utility District Board of Directors was held on Tuesday, July 12, 2011 at the North Tahoe Event Center in Kings Beach, California. President Lewis called Closed Session to order at 8:30 a.m. Present were Directors Bergmann, Daniels, Ferrell, and President Lewis. Director Mooney was absent. A quorum was established.

CLOSED SESSION AGENDA

Pursuant to Government Code, the Board of Directors held a closed session to discuss the following listed items:

1. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION
Discussion pursuant to subdivision (a) of Section 54956.9. Name of case: North Tahoe Public Utility District vs. The Garwood Building. Director Mooney recused himself from the discussion.
2. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION
Discussion pursuant to subdivision (b) of Section 54956.9. Number of cases: One (2)

Upon adjourning to Open Session, President Lewis reported that no action was taken during Closed Session.

PLEDGE OF ALLEGIANCE

President Lewis called Open Session to order at 9:37 a.m. Director Daniels led the Pledge of Allegiance.

Staff present were General Manager Schultz, Chief Financial Officer Marple, Parks and Facilities Manager Long, Construction Administrator Butterworth, Contracts and Planning Coordinator Gibbons, Sr. Financial Analyst Rosenthal, Utility Operations Manager Hopkins, Executive Assistant Lefrancois, Human Resources Technician Keechler, and Board and Records Secretary Potts. Counsel Eskind was also present.

REVIEW OF AGENDA: The agenda was approved by consensus with the addition of the two claims. It was agreed that some items would be taken out of order.

MOTION: Director Bergmann motioned for two claims against the District be added to the Open Session Agenda for Rohini Baman and Tim Kircher. Upon second by Director Ferrell, the motion carried unanimously (4-0) with Director Mooney absent.

PUBLIC FORUM (TIMED ITEM 9:35 a.m.): No members of the public were present to address the Board, therefore Public Forum was closed at 9:40 a.m.

CONSENT CALENDAR:

1. Approve Accounts Paid in the amount of \$199,131.20 and Payable in the amount of \$236,764.46 for the period from June 14, 2011 to July 11, 2011 with potential conflicts for Directors Bergmann and Mooney in the amount of \$2,085.67.
2. Approve Minutes of the June 14, 2011 Regular Board Meeting and the June 21, 2011 Special Board Meeting
3. Adopt Resolution 2011-10 Accepting \$1,432,000 Grant from the State of California Department of Boating and Waterways for the Tahoe Vista Boat Launching Facility and Authorize General Manager to Execute Agreement with State of California Department of Boating and Waterways for Tahoe Vista Boat Launching Facility Grant (Contract No. 10-101-305)
4. Authorize General Manager to Execute Grant Agreement with the United States Forest Service for the Griff Creek Restoration Project. (#1114)
5. Adopt Resolution 2011-11 Approving Adoption of California Public Employees' Deferred Compensation Plan and Authorize General Manager to Execute Agreement with CalPERS for Employees' Deferred Compensation (457) Plan
6. Authorize Cooperative Purchase Agreement with Olin Corporation for Sodium Hypochlorite Supply
7. Authorize General Manager to Execute Task Order 003 for SCADA and Control System Engineering Services for the National Avenue Water Treatment Plant Improvements Phase 1 Implementation Support with Black and Veatch, Inc. in the Amount of \$78,900
8. Authorize General Manager to File Notice of Completion for the North Tahoe Regional Park Playground Project

MOTION: Upon motion by Director Ferrell and second by Director Daniels, the Board voted to approve staff's recommendations for the Consent Calendar with noted conflicts. The motion carried unanimously (4-0) by Roll Call Vote with Director Mooney absent.

PUBLIC HEARING (TIMED ITEM 9:45 a.m.)

- a. Adopt Resolution 2011-12, A Resolution of the Board of Directors of the North Tahoe Public Utility District Authorizing the Levy of a Special Tax within Community Facilities District 94-1 for Fiscal Year 2011-2012

MOTION: Upon motion by Director Bergmann and second by Director Daniels, the Board voted unanimously by Roll Call Vote to adopt Resolution 2011-12 with 4 Ayes; Director Mooney absent.

- b. Adopt Resolution 2011-13, A Resolution of the Board of Directors of the North Tahoe Public Utility District Authorizing the Annual Lien Action for Delinquent and Unpaid Sewer and Water Charges

MOTION: Upon motion by Director Daniels and second by Director Ferrell, the Board voted unanimously by Roll Call Vote to adopt Resolution 2011-13 with 4 Ayes; Director Mooney absent.

MANAGEMENT TEAM INFORMATIONAL UPDATES

Management Services Department Report

- a. Review and Discuss Monthly Financial Statement through March 2011
- b. Treasurer's Report

A discussion of Water Department expenses was held. A new format for the Treasurer's Report which was presented to the Finance Committee will be presented to the full Board next month.

Parks and Facilities Department Report

Park and Facilities Manager Long reported that the playground project in the North Tahoe Regional Park was completely installed with money left in the budget to complete the necessary concrete work. She announced that the playground's grand opening was scheduled for July 20th.

Planning and Engineering Department Report

Contracts and Planning Coordinator Suzi Gibbons introduced Will Steller, recently hired to act as the Planning and Engineering Manager, to the Board and public. She updated the Board on the progress of the Zone 1 Water Storage Tank. She advised the Board of the Secline property acquisition (at the site of the Secline Pump Station). The Caltrans project and effects on District operations, and private connection fees and future construction projects were discussed.

Utility Operations Department Report

Utility Operations Manager Hopkins advised the Board of work which has been completed including the cleaning of wet wells and pump stations, trunk lines, and flat sewer lines which require quarterly cleaning had been jet-rodded in preparation for the holiday weekend (July 4th). Water leaks, and system issues which triggered alarms and callouts were also discussed.

NEW BUSINESS:

Consider Claims Against District

- a. Rohini Baman – Personal Injury at North Tahoe Event Center
- b. Tim Kircher - Damage to Property at 4971 North Lake Blvd.

MOTION: Motion was made by Director Ferrell and seconded by Director Daniels to deny the claims and refer both claims against the District to the District's Risk Management/Insurance Company. The motion carried (4-0).

OLD BUSINESS

- a. Review and Terminate Emergency Action taken for the National Avenue Water Treatment Plant Lake Intake Pump Replacement

MOTION: After a brief update, Director Daniels motioned to terminate the emergency action taken for the National Avenue Water Treatment Plant Lake Intake Pump Replacement. Upon second by Director Ferrell, the motion carried unanimously (4-0).

b. District Base Facilities: Benefit Cost Analysis

Planning and Engineering Manager Stelter presented a cost/benefit analysis for the proposed base facilities project. He stated that he welcomed this opportunity to learn about the existing base facilities using historical information. He felt the numbers presented were realistic, and had spoken to the architect about potential costs which he was able to compare to other local agencies costs and savings. Energy cost savings and energy consumption are considered a major factor in consideration of the project. The pole barn for District vehicles to assist in relieving labor hours for winter snow removal will be addressed separately.

Loan service costs and other financing options were discussed, as well as life span of a replacement building which was estimated to be approximately 50 years. The Board directed Chief Financial Officer Marple to prepare a master financial plan covering building costs and the cost for borrowing to pay for the project.

CORRESPONDENCE

The correspondence from Placer County advising the Board of filing requirement for semi-annual campaign statements (Form 470). Board Secretary Potts advised the Directors that she would assist in ensuring they would meet the filing requirements.

GENERAL MANAGER/CEO COMMENTS

General Manager Schultz updated the Board on a recent conversation with Placer County Executive Officer Tom Miller who will get back to the District with a response on the District's inquiry about liability and workers compensation coverage for unpaid workers.

BOARD OF DIRECTOR'S COMMENTS

Director Daniels requested that staff schedule a meeting between the Recreation Committees of the District and Tahoe City Public Utility District.

ADJOURNMENT:

There being no further business to come before the Board, the meeting was adjourned at 11:05 a.m.

Marianne Potts
Board and Records Secretary



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: August 9, 2011

ITEM: E-3

FROM: Planning and Engineering Department

SUBJECT: Budget Adjustment and Bid Award for C-1 Wet Well and Dry Well Modifications Project (#1115).

RECOMMENDATION:

1. Authorize Budget Adjustment in the amount of \$10,000, Award Bid, and Authorize General Manager to Execute Agreement for C-1 Wet Well and Dry Well Modifications Project with Marques Pipeline, Inc. in the amount of \$33,500 and authorize a 10% contingency of \$3,350.
2. Authorize purchase order in an amount not to exceed \$36,850 to Marques Pipeline, Inc.

DISCUSSION:

At the end of last construction season, Caltrans extended and raised the pavement by 6 inches in front of the C-1 sewer lift station as part of their Environmental Improvement Project. This required the District to slope and raise the wet well and dry well platform and lids to grade, as well as changing the lids to be traffic rated. Staff entered into a Task Order with KB Foster Civil Engineering for design and construction phase services in the amount of \$7,225. A Budget Adjustment was approved at the November 2010 Board meeting in the amount of \$40,000 for this project. The District advertised for bids on November 8, 2010 with the bid opening on November 30, 2010; however, no bids were received. Staff obtained quotes from two contractors (Resource Development Company (RDC) and KFC Building Concepts (KFC)). The lowest quote was received from KFC for approximately \$19,000. Before a contract was issued and construction could begin, snow began falling and postponed the project until Spring 2011. In June 2011, Staff contacted KFC to discuss the project, which at that time, KFC substantially revised their quote. Due to the amount of time that had passed, the District re-bid the project.

The Project was re-bid on June 30, 2011 and bids were opened on July 15, 2011. Two bids were submitted to the District ranging from \$33,500 to \$34,042.71. The Engineer's estimate was \$27,000.

Marques Pipeline, Inc. is the apparent lowest responsive and responsible bidder with a bid of \$33,500. A budget adjustment is for the construction of this project.

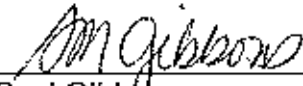
FISCAL ANALYSIS:

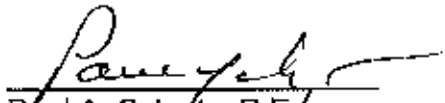
The current remaining budget for this project is \$32,775. A budget adjustment of \$10,000 is needed to cover the 10% contingency and any ancillary costs for this project. There are sufficient funds in Sewer Reserves for the additional \$10,000 requested. (#1115).

ATTACHMENTS: Bid Summary

MOTION: Approve Staff Recommendation.

REVIEW TRACKING:

Submitted By: 
Suzi Gibbons
Contracts and Planning Coordinator

Approved By: 
Paul A. Schultz, P.E.
General Manager/CEO

Reviewed By: 
Larry Marple
Chief Financial Officer



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: August 9, 2011

ITEM: E-4

FROM: Planning and Engineering Department

SUBJECT: Notice of Completion for the Carnelian Bay West Water Main Replacement Project (#0938)

RECOMMENDATION:

Authorize General Manager to File Notice of Completion for the Carnelian Bay West Water Main Replacement Project (#0938).

DISCUSSION:

This project consisted of waterline replacement, construction of new water main in Nevada and Center Streets, installation of five new fire hydrants, service reconnection, and all appurtenances for approximately 5,175 linear feet of water main and approximately 95 services in the Carnelian Bay West area. Campbell Construction Company, Inc. was awarded the contract in the amount of \$878,412 and substantially completed the project on June 30, 2011. There were two change orders during this project totaling \$283,796.79. The budget for this project was \$1,086,135. A budget adjustment in the amount of \$180,000 was approved at the February Board meeting.

The final cost of this project was 25% over the original contract.

FISCAL ANALYSIS: None.

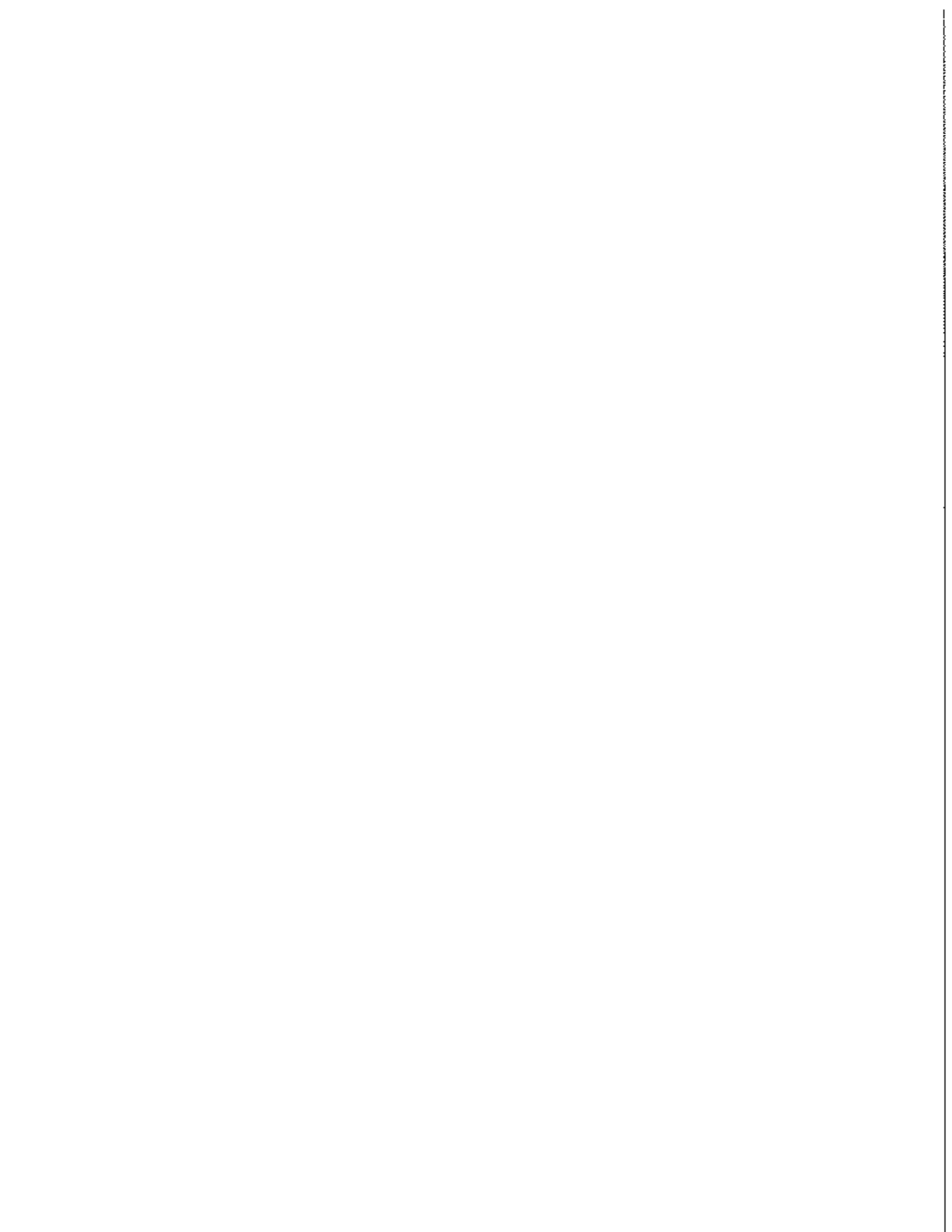
ATTACHMENTS: None

MOTION: Approve Staff Recommendation.

REVIEW TRACKING:

Submitted By: *Suzi Gibbons* Approved By: *Paul A. Schultz, P.E.*
Suzi Gibbons Paul A. Schultz, P.E.
Contracts and Planning Coordinator General Manager/CEO

Reviewed By: *Larry Marple*
Larry Marple
Chief Financial Officer





NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: August 9th, 2011

ITEM: E-5

FROM: Larry Marple, Chief Financial Officer

SUBJECT: Education Benefits

RECOMMENDATION: Adopt an Education Assistance Program including an Education Assistance Policy

DISCUSSION: The District encourages its employees to seek education opportunities as outlined in its MOU with Local 39 and its Ordinance No. 348 [The Personnel Ordinance]. Both District documents outline the program in which the District offers to reimburse the employee for a variety of education and training opportunities including college courses, job related training, certification training, etc. All programs must be pre-approved by the District in order to be eligible for reimbursement. While both documents describe the arrangement, they don't constitute a "Plan" as required by IRS Section 127 – Employee Educational Assistance Programs.

Certain educational assistance benefits may be taxable to employees as explained in Internal Revenue Service's Instructions for Forms W-2 and W-3. For example reimbursements for education for courses that may qualify the employee for a new profession are considered by the IRS as non-qualified and the employee would be required to pay taxes on the amount received. That is, unless the District adopts a plan for the Employee Education Assistance Program, which would exclude the first \$5,250 of reimbursement. The IRS offers its Publication 970 – Tax Benefits for Education which provides an exhaustive study among its 86 pages. The topic also is addressed in IRS Publication "Taxable Fringe Benefit Guide" a 91 page resource, IRC 127, and IRS Publication 15-B.

Since it is the District's desire to encourage education, it could further encourage the activity by adopting a plan which would cause reimbursements to be tax free. This action would provide tax free program for employees to enhance education, and could improve recruiting, retention and morale. Other benefits to the District include the ability to demonstrate its commitment to education and advanced training and providing incentive to employees to increase their industry related skills. The program will require some administrative oversight and record keeping. By adopting a written plan in conformity with IRS Section 127, (example attached) the District would cause reimbursements to the employee for expenses less than \$5,250 to be tax free, and in which case the District would not report any amounts on the employee's IRS Form W-2 (box 1).


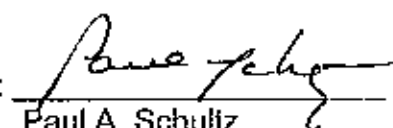
This policy has been discussed by the Finance Committee and the Ad Hoc Personnel Committee.

FISCAL ANALYSIS: Because the District has had an Education Program the cost of reimbursement is not new, therefore this action has little or no monetary expense to the District although there is some administrative oversight and record keeping involved. The purpose is to provide the program tax free to the employees.

ATTACHMENTS: Educational Assistance Plan

MOTION: Approve staff recommendation to adopt an Education Assistance Program and the associated Education Assistance Policy.

REVIEW TRACKING:

Submitted By:  Approved By: 
Larry Marple
Chief Financial Officer
Paul A. Schultz
General Manager/CEO



North Tahoe Public Utility District Educational Assistance Plan

Employees shall be encouraged to seek educational opportunities and shall be encouraged to attend training programs provided by the District as follows. For college, community college, and other courses for which academic credit is given, and which are pre-approved by the RESPONSIBLE AUTHORITY, the cost of tuition, books and course materials shall be reimbursed to the EMPLOYEE upon presentation of evidence of successful completion of the course, as determined by a passing grade from the institution presenting the course. No other compensation shall be rendered.

1. **Plan.** On August 9, 2011, the District established an Educational Assistance Plan (the Plan) to provide educational benefits under Section 127 of the Internal Revenue Code to fulltime employees of the District. This document sets forth the Plan.

2. **Approval.** Prior to enrollment, employees desirous of taking advantage of the Plan shall complete the Education Request form and submit first to their supervisor and ultimately to the General Manager for **pre-approval**. Approvals require the course to be within the scope of this Plan and availability of budgeted funds. Approval also requires that courses of study relate to the job and/or skills learned be of benefit to the District by improving the effectiveness and broadening of knowledge of District employees in the performance of their duties.

3. **Employment status.** Employees may be considered for the Plan if they are full time employees and have completed 1,000 hours or more of work. Employees shall take courses of instruction on their own time.

4. **Plan benefits.** The District will reimburse the employee no more than \$5,250 a year for qualified educational programs. Should the IRS rules increase or decrease the \$5,250 ceiling, this Plan automatically adopts the new ceiling on its effective date. Under Section 127 of the Internal Revenue Code, the employee receives the reimbursements under this Plan as tax-free fringe benefits.

5. **Plan termination.** The District reserves the right to change or terminate the Plan without prior notice. If the District does end the Plan, the District will reimburse all courses which were pre-approved and in process prior to termination. The District will not reimburse any classes that begin after Plan termination and notification.

6. **Prohibited payments.** This Plan prohibits payment to employees whom were not pre-authorized. This Plan prohibits payments to those in the highly compensated group when such payments violate the discrimination clause as set forth in Internal Revenue Code Section 127(b)(3).

7. **Prohibited choices.** This Plan prohibits the District from offering eligible employees a choice between educational assistance and other compensation.

8. **Covered educational expenses.** This Plan reimburses costs for tuition, fees, and books for college and university classes. The Plan does not reimburse costs for tools, supplies, meals, lodging, or transportation. Further, the Plan does not reimburse costs for any education that involves sports, games, or hobbies.

9. **Notification to Employer.** Employees who desire to take advantage of the Educational Assistance Plan shall apply to the District's General Manager in writing using the Education Request form including the course of study, and expected reimbursement amounts prior to the beginning of educational activity. The form must be Pre-Authorized in order to qualify for reimbursement under the Plan.

10. **Reimbursements.** Upon completion of the courses, the participant must provide an official transcript of grades and original receipts for all items for which he or she seeks reimbursement. Further, the District will not reimburse any amounts already reimbursed by any financial assistance, scholarship, or any other financial benefit derived from public or private programs. The participant must also attain a grade of "C" or better to qualify for benefits under the Plan.

The District shall reimburse the participant within 15 days of request and proper submission of the supporting documents.

The District has explained this Plan to me, an eligible employee, and I have read this Plan document. With this signature, I verify that I have read this Plan document and understand the Plan.

By the Employee
Printed Name _____ Signature _____ Date _____

On behalf of the District, I explained this Plan to the employee above. Further, I furnished the employee with a copy of the Plan and observed as he or she read the Plan. I hereby affix my signature in verification of these facts.

For the Employer
Printed Name _____ Signature _____ Date _____



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: August 9, 2011

ITEM: E-6

FROM: Office of the General Manager

SUBJECT: Designation of District's Engineer of Record

RECOMMENDATION:

Adopt Resolution 2011-14 of the Board of Directors of the North Tahoe Public Utility District Designating William Stelter, P.E., as the District's Engineer of Record.

DISCUSSION:

The District's current Engineer of Record is General Manager Schultz. Upon his appointment to the position of General Manager, the District sought and hired a Planning and Engineering Manager. William Stelter, P.E. was hired as the Planning and Engineering Manager on June 20, 2011.

Staff recommends that the Board of Directors designates William Stelter, P.E. as the District's Engineer of Record.

FISCAL ANALYSIS:

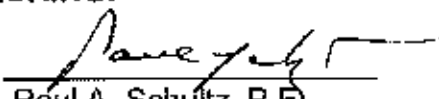
No fiscal impact.

ATTACHMENTS: Resolution 2011-14

MOTION: Approve Staff Recommendation.

REVIEW TRACKING:

Approved By: _____


Paul A. Schultz, P.E.
General Manager/CEO

RESOLUTION 2011-14

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT
APPOINTING WILLIAM STELTER, P.E. AS THE DISTRICT'S
ENGINEER OF RECORD**

WHEREAS, the North Tahoe Public Utility District Board of Directors has taken action to hire William Stelter, P.E. as the District's Planning and Engineering Manager; and

WHEREAS, the District's current Engineer of Record is Paul A. Schultz, P.E. who was appointed as General Manager/CEO on April 12, 2011; and

WHEREAS, the North Tahoe Public Utility District requires on its staff, an Engineer of Record to plan, organize and direct activities to ensure service of current and anticipated needs of the District; and

WHEREAS, the District Engineer ensures compliance with State and Federal regulations, designs engineering plans and conducts construction project oversight for all of the District's existing and/or new infrastructure, buildings, plants, etc., and plans for infrastructure requirements and develops strategies to render service, including five to ten year capital improvement plans.

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

1. That William Stelter, P.E. is designated as the Engineer of Record for the North Tahoe Public Utility District.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT THIS 9th DAY OF AUGUST, 2011 BY THE FOLLOWING ROLL CALL VOTE:

AYES:

NOES:

ABSTAIN:

S. Lane Lewis, President
Board of Directors

ATTEST:

Paul A. Schultz, P.E.
General Manager/CEO



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: August 9th, 2011

ITEM: F-1a

FROM: Management Services Department

SUBJECT: CFO Monthly Financial Report for the 12 months ended June 30th, 2011

DISCUSSION:

Monthly Financial Highlights for June 2011. The following monthly financial reports provide the current status of the North Tahoe Public Utility District's Adopted Budget for Fiscal Year 2010-2011.

This month's report reflects cumulative revenues and expenses for the entire fiscal year, from July 1st, 2010 through June 30th, 2011.

- It should be noted that in total, the District is within the adopted budget. (see **All Water Funds** paragraph below, which explains how capital is within budget in spite of the report which doesn't have the ability to include budget carryovers)
- **All Funds** – The most significant thing to point out is that Property Tax fell short of the Budget by \$357,331. In total, Expenses are within budget. The Expense Total as shown amounts to 91.27% of the adopted budget or \$14,876,415 of \$16,298,259. Included in that amount is Capital Outlay which accounts for 34.96% of the Year to Date "Expense" amount. When Capital Outlay is separated from the Expense Total, the total of all the other expenses is under budget, with 91.50% compared to the year-to-date percentage target of 100%. Meanwhile, Capital of \$5,201,147 is within its annual budgeted amount of \$5,723,844. Salaries and Wages are at 93.98% compared to 100% of the YTD budget. Cost of Sales is over the YTD budget and over the annual budget, while the associated Operating Revenue is also over budget. Utilities are \$791 over budget or .16%. Other Non Op Expenses also ended up being over the annual budget by 2.5% or \$2,236.
- **Fund 11 – Administration:** Total Expenses are within budget although Utilities are over their respective budget due to the phone charges exceeding the YTD budget by \$2,716 or 21%. All other Expense Account Types are within budget including Capital.
- **Fund 14 – Fleet:** All Account Type expenses are within their respective budgets.
- **Fund 18 – Buildings and Facilities:** Total Expenses are well below the adopted budget although two Account Types (Salaries and Wages and Employee Benefits) are slightly over their budgets by \$377 and \$443 respectively .
- **All Sewer Funds:** This report includes the Sewer Operations Fund, the Sewer Reserve Fund, the Sewer System Replacement Fund, and the Sewer Construction Fund. The most significant thing to point out is that Property Tax fell short of the Budget by \$357,331 and investment earnings also was less than budget by \$94,471. Total Expense, including Capital, is \$176,944 under budget with Employee Benefits and Utilities being the only account types over budget, with actual expenses of 100.28% and 116.03% of budget, respectfully. With Utilities, each of the individual utilities were over budget as follows; Electricity \$16,672 over

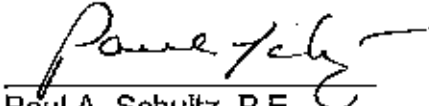
or 16%, Water was over by 38% and Phone was over by 3%. Capital came in \$56,922 under budget.

- **All Water Funds:** This report includes the Water Operations Fund, the Water Reserve fund, the Water System Replacement Fund, and the Water Construction Fund. With Water the most significant thing to point out is the \$4,264,160 that the District spent on Capital. Fund expenses are consistent with adopted budget with Utilities being the exception. Utility expense is 8% over budget ytd, mostly due to a TTSA expense not budgeted in the amount of \$6,120. The District has spent \$4,264,160 on Water Capital projects using \$5,398,491 in budget carryovers to bolster the current year budget of \$1,875,236. When Capital Outlay is separated from the Expense Total, the total of all the other expenses is under budget, with 96.70% compared to 100% year-to-date. After accounting for budget carryovers, the expended percentage for capital drops from 227.39% to 58.62%.
- **All Recreation & Parks:** This report consolidates all District Park operations and activities inclusive of contractual services with the State of California, Placer County, and other Park related contracts. The report includes the Regional Park, the two boat ramps, the Event Center, KBSRA, and the Construction Fund. Non-Operating Revenue was significantly under budget due to \$2,809,129 fewer Grant Revenues being earned related primarily to TVRA projects. Total expenses are within annual adopted budget. Cost of Sales, Outside Services/Contractual, Utilities, and Other Non Op Expenses are over budget while Salaries and Wages, and Employee Benefits are under budget. Total "Expenses" are higher than Revenues by \$723,359 through June including depreciation of \$475,000. When Capital Outlay is separated from the Expense Total, the total of all the other expenses is under budget, with 99.21% compared to 100.00% year-to-date.
- **Fund 43-4300 NTRP & Other:** Expenses exceeded Revenues by \$548,956 through June. Total Expense of \$614,487 is \$18,909 and 3.17% over budget.
- **Fund 43-4600 Boat Ramps:** Expenses exceeded Revenues by \$31,862 through June. Revenues exceeded budget reducing the budgeted loss. Expense total of \$77,526 is within budget.
- **Fund 43-5100 Event Center:** Expenses exceeded Revenues by \$21,890 through June. The Total Expense amount of \$351,933 is under budget by \$30,363 partially offsetting the shortfall of \$101,006 in Revenues. Revenues included \$53,877 of room rent from the District's Administration department.
- **Fund 43-7100 KBSRA:** Revenues exceeded expenses through June by \$35,205 in spite of Outside Services/Contractual and Utilities being over their respective budgets.
- **Capital Outlay:** Through the month of June the District has spent \$5,201,147 of an available budget of \$13,633,648, which includes \$7,909,804 of prior year budget carryovers along with \$5,723,844 from the current year budget [including budget adjustments].

ATTACHMENTS: Financial Reports for June 2011

REVIEW TRACKING:

Submitted By: 
Larry Marple
Chief Financial Officer

Approved By: 
Paul A. Schultz, P.E.
General Manager/CEO

General Ledger Board Rpt - All Funds

User: Greg
 Printed: 08/04/2011 - 3:34 P
 Periods: 12-12
 Fiscal Year: 2011
 JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
Account Type: R1	Operating Revenue	6,189,858.00	536,405.90	6,544,519.08	(354,661.08)	6,189,858.00
Account Type: R2	Non-Operating Revenue	7,851,604.00	180,946.41	5,047,545.04	2,804,058.96	7,851,604.00
	Revenue	14,041,462.00	717,352.31	11,592,064.12	2,449,397.88	14,041,462.00
Account Type: E01	Cost of Sales Expense	(1,650.00)	(791.67)	(2,716.53)	1,066.53	(1,650.00)
Account Type: E02	Salaries and Wages	(3,212,564.00)	(316,092.46)	(3,019,460.52)	(195,103.48)	(3,212,564.00)
Account Type: E03	Employee Benefits	(1,902,874.00)	(186,273.68)	(1,807,523.09)	(95,350.91)	(1,902,874.00)
Account Type: E05	Outside Services/Contractual	(1,419,270.00)	(138,255.69)	(1,088,015.34)	(331,254.66)	(1,419,270.00)
Account Type: E06	Utilities	(470,680.00)	(68,551.60)	(471,470.73)	790.73	(470,680.00)
Account Type: E07	Other Operating Expenses	(1,406,777.00)	(138,900.64)	(1,127,863.39)	(278,913.61)	(1,406,777.00)
Account Type: E08	Administration-Buildings-Fleet	0.00	(0.00)	0.00	(0.00)	0.00
Account Type: E09	Debt Service	(96,400.00)	(7,355.83)	(91,782.05)	(4,617.95)	(96,400.00)
Account Type: E10	Transfers	0.00	0.00	0.00	0.00	0.00
Account Type: E11	Other Non Op Expenses	(89,200.00)	(10,261.78)	(91,436.44)	2,236.44	(89,200.00)
Account Type: E12	Capital Outlay	(5,723,844.00)	(401,549.99)	(5,201,146.51)	(522,697.49)	(5,723,844.00)
Account Type: E13	Depreciation	(1,975,000.00)	(164,583.33)	(1,974,999.96)	(0.04)	(1,975,000.00)
	Expense	(16,298,259.00)	(1,432,616.67)	(14,876,414.56)	(1,421,844.44)	(16,298,259.00)
	Revenue Total:	14,041,462.00	717,352.31	11,592,064.12	2,449,397.88	14,041,462.00
	Expense Total:	(16,298,259.00)	(1,432,616.67)	(14,876,414.56)	(1,421,844.44)	(16,298,259.00)
	Report Totals:	(2,256,797.00)	(715,264.36)	(3,284,350.44)	1,027,553.44	(2,256,797.00)

General Ledger

Board Rpt - Fd 11 G&A

User: Greg
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 Periods: 12-12
 Fiscal Year: 2011
 JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var	Budgeted Amount	Expended
11	Administration and Acctg Fund						
Account Type: R1	Operating Revenue	3,616,078.00	301,684.05	3,625,750.05	(9,672.05)	3,616,078.00	100.26
Account Type: R2	Non-Operating Revenue	2,700.00	264.62	3,808.82	(1,108.82)	2,700.00	141.06
	Revenue	3,618,778.00	301,948.67	3,629,558.87	(10,780.87)	3,618,778.00	100.29
Account Type: E02	Salaries and Wages	(1,166,251.00)	(91,720.74)	(1,108,942.69)	(57,308.31)	(1,166,251.00)	95.08
Account Type: E03	Employee Benefits	(733,298.00)	(69,820.36)	(684,824.84)	(48,473.16)	(733,298.00)	93.39
Account Type: E05	Outside Services/Contractual	(728,960.00)	(57,663.35)	(513,941.83)	(215,018.17)	(728,960.00)	70.50
Account Type: E06	Utilities	(12,800.00)	(1,656.78)	(15,515.93)	2,715.93	(12,800.00)	121.21
Account Type: E07	Other Operating Expenses	(760,569.00)	(44,343.42)	(509,037.52)	(251,531.48)	(760,569.00)	66.92
Account Type: E08	Administration-Buildings-Fleet	(25,900.00)	(2,158.33)	(25,899.96)	(0.04)	(25,900.00)	100.00
Account Type: E11	Other Non Op Expenses	(17,000.00)	(2,897.98)	(13,682.64)	(1,317.36)	(17,000.00)	92.25
Account Type: E12	Capital Outlay	(174,000.00)	0.00	(143,939.72)	(30,060.28)	(174,000.00)	82.72
	Expense	(3,618,778.00)	(270,260.96)	(3,017,785.13)	(600,992.87)	(3,618,778.00)	83.39
	Revenue Total:	3,618,778.00	301,948.67	3,629,558.87	(10,780.87)	3,618,778.00	100.39
	Expense Total:	(3,618,778.00)	(270,260.96)	(3,017,785.13)	(600,992.87)	(3,618,778.00)	83.39
	Report Totals:	0.00	31,687.71	611,773.74	(611,773.74)	0.00	0.00

General Ledger

Board Rpt - Fd 14 Fleet

User: Greg
 Printed: 08/04/2011 - 3:37 P
 Periods: 12-12
 Fiscal Year: 2011
 JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
14	Fleet and Equipment					
Account Type: R1	Operating Revenue	548,900.00	45,741.66	548,899.92	0.08	100.00
	Revenue	548,900.00	45,741.66	548,899.92	0.08	100.00
Account Type: E02	Salaries and Wages	(134,814.00)	(16,565.09)	(120,763.48)	(14,050.52)	89.57
Account Type: E03	Employee Benefits	(86,712.00)	(5,873.21)	(79,165.01)	(7,546.99)	91.29
Account Type: E05	Outside Services/Contractual	(20,100.00)	(963.25)	(8,069.17)	(12,030.83)	40.14
Account Type: E06	Utilities	(1,200.00)	(12.08)	(240.32)	(959.68)	20.02
Account Type: E07	Other Operating Expenses	(154,160.00)	(9,007.28)	(136,120.57)	(18,039.43)	88.29
Account Type: E12	Capital Outlay	(59,608.00)	0.00	(56,841.52)	(2,766.48)	95.35
	Expense	(456,594.00)	(32,420.91)	(401,200.07)	(55,393.93)	87.86
	Revenue Total:	548,900.00	45,741.66	548,899.92	0.08	100.00
	Expense Total:	(456,594.00)	(32,420.91)	(401,200.07)	(55,393.93)	87.86
	Report Totals:	92,306.00	13,320.75	147,699.85	(55,393.85)	0.01

General Ledger

Board Rpt - All Sewer

User: Greg
 Printed: 08/04/2011 - 3:55 P
 Periods: 12-12
 Fiscal Year: 2011
 JE Number: 000000



Account No	Description	Budget Amount	Period Admt	YTD Amount	YTD Var Budgeted Amount	Expended
Account Type: R1	Operating Revenue	1,501,000.00	126,582.56	1,704,260.57	(203,260.57)	1,501,000.00
Account Type: R2	Non-Operating Revenue	4,075,000.00	118,714.62	3,629,504.54	445,495.66	4,075,000.00
	Revenue	5,576,000.00	245,297.18	5,333,764.91	242,235.09	5,576,000.00
Account Type: E02	Salaries and Wages	(684,312.00)	(64,567.43)	(652,502.41)	(30,809.59)	(684,312.00)
Account Type: E05	Employee Benefits	(380,765.00)	(39,009.36)	(381,855.18)	1,090.18	(380,765.00)
Account Type: E05	Outside Services/Contractual	(219,500.00)	(11,461.86)	(163,371.04)	(56,128.96)	(219,500.00)
Account Type: E06	Utilities	(145,700.00)	(29,214.40)	(169,060.85)	23,360.85	(145,700.00)
Account Type: E07	Other Operating Expenses	(276,855.00)	(35,297.86)	(223,938.04)	(52,916.96)	(276,855.00)
Account Type: E08	Administration-Buildings-Fleet	(3,064,311.00)	(255,359.25)	(3,064,311.00)	0.00	(3,064,311.00)
Account Type: E09	Debt Service	(15,000.00)	(572.50)	(10,382.09)	(4,617.91)	(15,000.00)
Account Type: E10	Transfers	0.00	0.00	0.00	0.00	0.00
Account Type: E11	Other Non Op Expenses	(65,000.00)	(5,416.67)	(65,000.04)	0.04	(65,000.00)
Account Type: E12	Capital Outlay	(425,000.00)	(86,800.73)	(368,077.89)	(56,922.11)	(425,000.00)
Account Type: E15	Depreciation	(890,000.00)	(74,166.67)	(890,000.04)	0.04	(890,000.00)
	Expense	(6,166,443.00)	(601,866.73)	(5,989,498.58)	(176,944.42)	(6,166,443.00)
	Revenue Total:	5,576,000.00	245,297.18	5,333,764.91	242,235.09	5,576,000.00
	Expense Total:	(6,166,443.00)	(601,866.73)	(5,989,498.58)	(176,944.42)	(6,166,443.00)
	Report Totals:	(590,443.00)	(356,569.55)	(655,733.67)	65,290.67	(590,443.00)

General Ledger

Board Rpt - All Water

User: Greg
 Printed: 08/04/2011 - 3:39 P
 Periods: 12-12
 Fiscal Year: 2011
 JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	YTD Var Budgeted Amount Expended
Account Type: R1	Operating Revenue	3,963,700.00	320,162.12	4,064,116.43	(100,416.43)	3,963,700.00
Account Type: R2	Non-Operating Revenue	313,904.00	61,208.24	769,801.77	(455,897.77)	313,904.00
	Revenue	4,277,604.00	381,370.36	4,833,918.20	(556,314.20)	4,277,604.00
Account Type: E02	Salaries and Wages	(696,494.00)	(60,962.89)	(612,852.08)	(83,641.92)	(696,494.00)
Account Type: E05	Employee Benefits	(367,518.00)	(35,401.38)	(339,637.57)	(27,880.43)	(367,518.00)
Account Type: E05	Outside Services/Contractual	(194,710.00)	(45,535.57)	(181,172.95)	(13,537.05)	(194,710.00)
Account Type: E06	Utilities	(151,000.00)	(23,345.65)	(165,727.53)	12,727.53	(151,000.00)
Account Type: E07	Other Operating Expenses	(228,905.00)	(31,149.38)	(225,821.70)	(3,083.30)	(228,905.00)
Account Type: E08	Administration-Buildings-Fleet	(1,184,001.00)	(98,666.74)	(1,184,000.88)	(0.12)	(1,184,001.00)
Account Type: E09	Debt Service	(81,400.00)	(6,783.33)	(81,399.96)	(0.04)	(81,400.00)
Account Type: E10	Transfers	0.00	0.00	0.00	0.00	0.00
Account Type: E11	Other Non Op Expenses	(2,000.00)	0.00	(1,400.00)	(600.00)	(2,000.00)
Account Type: E12	Capital Outlay	(1,875,236.00)	(179,621.48)	(4,264,159.61)	2,388,923.61	(1,875,236.00)
Account Type: E13	Depreciation	(610,000.00)	(50,833.33)	(609,999.96)	(0.04)	(610,000.00)
	Expense	(5,391,264.00)	(532,299.75)	(7,664,172.24)	2,272,908.24	(5,391,264.00)
	Revenue Total:	4,277,604.00	381,370.36	4,833,918.20	(556,314.20)	4,277,604.00
	Expense Total:	(5,391,264.00)	(532,299.75)	(7,664,172.24)	2,272,908.24	(5,391,264.00)
	Report Totals:	(1,113,660.00)	(150,929.39)	(2,830,254.04)	1,716,594.04	(1,113,660.00)

General Ledger

Board Rpt - All Rec & Pk

User: Greg
 Printed: 08/04/2011 - 4:01 P
 Periods: 12-12
 Fiscal Year: 2011
 JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
Account Type: R1	Operating Revenue	877,020.00	92,009.57	835,013.08	42,006.92	877,020.00
Account Type: R2	Non-Operating Revenue	3,460,000.00	758.93	644,430.11	2,815,569.89	3,460,000.00
	Revenue	4,337,020.00	92,768.50	1,479,443.19	2,857,576.81	4,337,020.00
Account Type: E01	Cost of Sales Expense	(1,650.00)	(791.67)	(2,716.53)	1,066.53	(1,650.00)
Account Type: E02	Salaries and Wages	(490,388.00)	(77,261.57)	(482,718.21)	(7,669.79)	(490,388.00)
Account Type: E03	Employee Benefits	(309,672.00)	(33,477.35)	(296,688.27)	(12,983.73)	(309,672.00)
Account Type: E05	Outside Services/Contractual	(169,400.00)	(21,607.16)	(184,041.41)	14,641.41	(169,400.00)
Account Type: E06	Utilities	(134,980.00)	(14,002.37)	(137,941.16)	2,961.16	(134,980.00)
Account Type: E07	Other Operating Expenses	(86,450.00)	(16,089.95)	(69,472.44)	(16,977.56)	(86,450.00)
Account Type: E08	Administration-Buildings-Fleet	(194,280.00)	(16,189.99)	(194,279.88)	(0.12)	(194,280.00)
Account Type: E10	Transfers	0.00	0.00	0.00	0.00	0.00
Account Type: E11	Other Non Op Expenses	(5,200.00)	(1,947.13)	(9,353.76)	4,153.76	(5,200.00)
Account Type: E12	Capital Outlay	(3,115,000.00)	(132,952.78)	(350,590.57)	(2,764,409.43)	(3,115,000.00)
Account Type: E13	Depreciation	(475,000.00)	(39,583.33)	(474,999.96)	(0.04)	(475,000.00)
	Expense	(4,982,020.00)	(353,905.30)	(2,202,802.19)	(2,779,217.81)	(4,982,020.00)
	Revenue Total:	4,337,020.00	92,768.50	1,479,443.19	2,857,576.81	4,337,020.00
	Expense Total:	(4,982,020.00)	(353,903.30)	(2,202,802.19)	(2,779,217.81)	(4,982,020.00)
	Report Totals:	(645,000.00)	(261,134.80)	(723,359.00)	78,359.00	(645,000.00)

General Ledger

Fd 43-4300 NTRP & Other

User: Greg
 Printed: 08/04/2011 - 3:40 P
 Periods: 12-12
 Fiscal Year: 2011
 JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
43	Parks Department					
4300	Regional Park & Other					
Account Type: R1	Operating Revenue	65,000.00	10,671.67	65,530.58	(530.58)	100.81
	Revenue	65,000.00	10,671.67	65,530.58	(530.58)	100.81
Account Type: E02	Salaries and Wages	(126,219.00)	(18,764.09)	(124,788.98)	(1,430.02)	98.86
Account Type: E03	Employee Benefits	(75,779.00)	(8,865.09)	(82,687.16)	6,908.16	109.11
Account Type: E05	Outside Services/Contractual	(142,450.00)	(11,390.04)	(142,368.82)	(81.18)	99.94
Account Type: E06	Utilities	(38,750.00)	(3,795.52)	(45,395.88)	6,645.88	117.15
Account Type: E07	Other Operating Expenses	(18,100.00)	(2,800.08)	(24,966.03)	6,866.03	137.93
Account Type: E08	Administration-Buildings-Fleet Expense	(194,280.00)	(16,189.99)	(194,279.88)	(0.12)	100.00
		(595,578.00)	(61,807.81)	(614,486.75)	18,908.75	103.17
	Revenue Total:	65,000.00	10,671.67	65,530.58	(530.58)	100.81
	Expense Total:	(595,578.00)	(61,807.81)	(614,486.75)	18,908.75	103.17
	Report Totals:	(530,578.00)	(51,156.14)	(548,956.57)	18,378.37	0.01

General Ledger

Fd 43-4600 Boat Ramps

User: Greg
 Printed: 08/04/2011 - 3:41 P
 Periods: 12-12
 Fiscal Year: 2011
 JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
43	Parks Department					
4600	TVRA & Coon Street Boat Ramps					
Account Type: R1	Operating Revenue	29,800.00	9,480.03	45,663.88	(15,863.88)	153.23
	Revenue	29,800.00	9,480.03	45,663.88	(15,863.88)	153.23
Account Type: E02	Salaries and Wages	(35,254.00)	(8,716.95)	(41,369.59)	6,115.59	117.34
Account Type: E03	Employee Benefits	(19,835.00)	(2,622.98)	(18,448.29)	(1,386.71)	93.00
Account Type: E05	Outside Services/Contractual	(550.00)	0.00	(41.08)	(508.92)	7.46
Account Type: E06	Utilities	(19,200.00)	(1,309.81)	(13,896.87)	(5,303.13)	72.38
Account Type: E07	Other Operating Expenses	(15,000.00)	(1,314.43)	(5,769.99)	(11,230.01)	25.13
	Expense	(89,839.00)	(13,964.17)	(77,525.82)	(12,313.18)	86.29
	Revenue Total:	29,800.00	9,480.03	45,663.88	(15,863.88)	153.23
	Expense Total:	(89,839.00)	(13,964.17)	(77,525.82)	(12,313.18)	86.29
	Report Totals:	(60,039.00)	(4,484.14)	(31,861.94)	(28,177.06)	0.00

General Ledger Board Rpt - Event Ctr

User: Greg
 Printed: 08/04/2011 - 3:43 P
 Periods: 12-12
 Fiscal Year: 2011
 JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var	Budgeted Amount	Expended
45	Parks Department						
5100	Event Center Operations						
Account Type: R1	Operating Revenue	431,050.00	33,479.22	330,043.06	101,006.94	431,050.00	76.56
	Revenue	431,050.00	33,479.22	330,043.06	101,006.94	431,050.00	76.56
Account Type: E01	Cost of Sales Expense	(1,650.00)	(791.67)	(2,748.28)	1,098.28	(1,650.00)	166.56
Account Type: E02	Salaries and Wages	(166,007.00)	(24,128.84)	(152,488.27)	(18,518.73)	(166,007.00)	91.85
Account Type: E03	Employee Benefits	(120,859.00)	(11,265.05)	(105,385.07)	(15,473.93)	(120,859.00)	87.19
Account Type: E05	Outside Services/Contractual	(8,200.00)	(9,857.37)	(15,305.57)	7,105.57	(8,200.00)	186.65
Account Type: E06	Utilities	(53,130.00)	(5,101.39)	(50,162.30)	(2,967.70)	(53,130.00)	94.41
Account Type: E07	Other Operating Expenses	(32,450.00)	(9,772.25)	(25,843.43)	(6,606.57)	(32,450.00)	79.64
	Expense	(382,296.00)	(60,866.57)	(551,932.92)	(30,363.08)	(382,296.00)	92.05
	Revenue Total:	431,050.00	33,479.22	330,043.06	101,006.94	431,050.00	76.56
	Expense Total:	(382,296.00)	(60,866.57)	(551,932.92)	(30,363.08)	(382,296.00)	92.05
	Report Totals:	48,754.00	(27,387.35)	(21,889.86)	70,643.86	48,754.00	(0.00)

General Ledger

Board Rpt - KBSRA

User: Greg
 Printed: 08/04/2011 - 3:45 P
 Periods: 12-12
 Fiscal Year: 2011
 JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
43	Parks Department					
7100	KBSRA Operations					
Account Type: R1	Operating Revenue	150,000.00	23,522.05	178,806.75	(28,806.75)	119.20
	Revenue	150,000.00	23,522.05	178,806.75	(28,806.75)	119.20
Account Type: E02	Salaries and Wages	(62,158.00)	(10,751.60)	(61,655.56)	(502.44)	99.19
Account Type: E03	Employee Benefits	(33,813.00)	(3,901.74)	(31,727.42)	(2,085.58)	95.83
Account Type: E05	Outside Services/Contractual	(15,000.00)	(216.50)	(24,213.74)	9,213.74	161.42
Account Type: E06	Utilities	(14,300.00)	(2,371.93)	(20,198.78)	5,898.78	141.25
Account Type: E07	Other Operating Expenses	(9,850.00)	(1,816.42)	(5,806.38)	(4,043.42)	58.95
	Expense	(135,121.00)	(19,058.19)	(143,602.08)	8,481.08	106.27
	Revenue Total:	150,000.00	23,522.05	178,806.75	(28,806.75)	119.20
	Expense Total:	(135,121.00)	(19,058.19)	(143,602.08)	8,481.08	106.27
	Report Totals:	14,879.00	4,463.86	35,204.67	(20,325.67)	0.02

Capital Outlay

Projects initiated from Fiscal Year 2000 forward
12 Months Ended June 30, 2011

Project Number	Project Description	Prior Year Budget Carryover	Current Year Adopted Budget	Budget Adjustment	Budget Reallocation	Total Available Budget	Year To Date		(Over) Under Budget	C = Complete
							Actual	Encumbered		
Operating Funds										
Fund 11 - General & Administrative										
0910-	Codification of Distic Ordinances	10,511	-	-	-	10,511	-	-	10,511	C
1102-	Asset Management Software System Purchase	-	67,000	-	-	67,000	66,575	425	-	C
1103-	Asset Management Software System Data Population	-	12,300	-	-	12,300	6,805	5,395	-	C
1104-	Digital Radios, Repeaters and Base Station	-	55,300	-	-	55,300	55,408	-	(428)	C
1105-	SCADA Server Replacement (5)	-	20,000	-	-	20,000	-	-	20,000	C
	Total General & Administrative	10,511	154,000	-	-	164,511	123,536	40,975	40,975	
Fund 11 - Planning & Engineering Department										
1101-	Global Positioning System and Software	-	20,000	-	-	20,000	15,354	65	4,641	C
	Total Engineering Department	10,511	174,000	-	-	184,511	143,940	5,085	40,571	
Fund 14 - Fleet Operations & Maintenance										
1105-	Replace Truck #62 - 1998 Chevy	-	38,500	-	-	38,500	32,289	-	4,211	C
1107-	McCullis Deep Engine Scanner	-	11,500	-	-	11,500	10,038	-	1,467	C
1113-	Auto Crane	-	-	21,608	-	11,608	14,520	-	(2,912)	C
	Total Fund 14	-	48,000	21,608	-	69,608	56,847	-	12,761	
Fund 18 - Facilities Maintenance										
1006-	Base Facilities Design and Construction	50,000	75,000	-	-	125,000	17,537	7,513	99,950	C
	Total Fund 18	50,000	75,000	-	-	125,000	17,537	7,513	99,950	
Fund 21 - Sewer Operations										
1008-	Trailer Mounted Jet-Roader	40,000	-	-	-	40,000	-	-	40,000	C
	Total Fund 21	40,000	-	-	-	40,000	-	-	40,000	
Fund 31 - Water Operations										
1015-	Spd. Water Main Replacement	100,000	-	-	-	100,000	-	-	100,000	C
1016-	Fire Hydrant Extension	80,000	-	-	-	80,000	-	-	80,000	C
1108-	Sensus Meter Replacement - Phase II	-	24,500	-	-	24,500	30,016	-	(5,516)	C
1109-	MLOG Passive Leak Monitoring Project - Phase I	-	9,500	-	-	9,500	-	3,118	6,382	C
1112-	NAYFP Lake Intake Repair	-	-	150,000	-	150,000	67,885	2,000	80,101	C
	Total Fund 31	180,000	34,000	150,000	-	364,000	97,914	5,118	260,968	
Fund 43 - Recreation and Parks										
	No Projects Currently Budgeted	-	-	-	-	-	-	-	-	
	Total Fund 43	-	-	-	-	-	-	-	-	

- 1) Budget Adjustments increase or decrease current and/or base Project Budgets and are approved by the Board of Directors
- 2) Budget Reallocation change the distribution of a previously approved budget amount and are approved by the General Manager

Capital Outlay

Projects initiated from Fiscal Year 2000 forward
12 Months Ended June 30, 2011

Project Number	Project Description	Prior Year Budget Carryover	Current Year Adopted Budget	Budget Adjustment	Budget Reallocation	Total Available Budget	Year To Date		(Over) Under Budget
							Actual	Encumbered	
Construction Funds									
Fund 29 - Sewer Capital Projects									
Sewer Specific Construction									
0928-	Upgrade Sewer Master Plan	200,082	-	-	-	200,082	-	-	200,082
0924-	Carmelian Perce Main Valve Project	227,407	100,000	-	185,481	515,888	28,412	485,742	(3,267)
0948-	Pump Station Valve Replacement	243,600	-	-	-	243,600	-	-	243,600
0943-SPI/D	Seditive Pump Modifications	243,600	-	-	-	243,600	2,000	-	(2,000)
Total 0943									
0944-	Floor Grouting - Main Stations	85,000	-	-	-	85,000	-	-	85,000
Pump Station Improvements - Phase 1									
1021-CDSD	Carmelian/Collier Station Design	509,889	250,000	-	(509,889)	450,000	88,808	338,743	274,451
1021-DIGI	Della Main Generator Install	-	-	-	18,442	18,442	18,084	-	2,358
1021-SFSR	Seditive Pump Station Rehabilitation	-	-	-	281,447	281,447	119,751	282,482	27,234
Total 1021									
1022-	Block Avenue Sewer Main Replacement Project	509,889	250,000	-	(188,481)	590,988	174,841	281,208	284,023
1038-	Manhole Replacement (S8-1-43A)	500,000	-	-	-	500,000	59,898	67,812	163,540
1115-	C1 Wet Well and Dry Well Modifications	-	40,000	-	-	40,000	8,553	743	(85,000)
Total Sewer Specific Construction									
1,785,978		350,000	40,000	-	2,155,978	3,661,895	865,607	865,607	993,678
Sewer Funded Portion of Erosion Control Projects									
0821-	Blockway ECP - Sewer Pumph	227,165	-	-	-	227,165	1,385	-	225,780
1020-	Kings Beach Watershed Improvement Project - Sewer Portion	-	35,000	-	-	35,000	-	-	35,000
Total Sewer Funded Portion of Erosion Control Projects									
1,993,143		385,000	40,000	-	2,418,143	3,661,078	1,385	-	260,780
Fund 39 - Water Capital Projects									
Water Specific Construction									
0818-	New Kings Beach Water Storage Zone 2	750,162	-	-	-	750,162	342,720	46,700	340,760
0838-	Kings Beach Water Storage Zone 1	2,295,902	550,000	-	(451,500)	2,414,002	831,761	1,346,527	135,714
0828-	2008 WMRP - Kingswood Area	1,428,908	50,000	-	-	1,478,908	1,379,842	135,965	(30,889)
0988-	2009 WMRP - Carmelian Bay West	528,889	550,138	-	-	1,085,545	1,287,971	-	8,165
1114-	Kingswood Tank/Booster Demo & Griff Creek Restoration	-	-	-	431,500	431,500	11,893	58,082	387,585
1119-	FY2011 Debt - Cost of Issuance	-	75,000	-	-	75,000	75,000	-	-
1120-	FY2011 Debt - Construction Period Interest	-	67,450	-	-	67,450	67,150	-	-
1128-	Beach Street Line Improvements	-	162,950	-	-	162,950	-	-	-
Total Water Specific Construction									
4,880,870		1,160,138	686,100	-	8,625,808	4,281,419	1,586,284	-	163,950
Water Funded Portion of Erosion Control Projects									
0810-	Erosion Control - Regional Pk - Water Portion	82,742	-	-	-	82,742	8,387	8,328	19,049
0820-	Callmans SR28 EIP - Water Portion	77,483	-	15,000	-	92,483	63,891	2,668	28,903
0921-	Brookway ECP - Water Portion	75,722	-	-	-	75,722	482	-	75,280
1020-	Kings Beach Watershed Improvement Project - Water Portion	51,874	-	-	-	51,874	35,017	13,476	3,482
1110-	Carmelian Woods Tanks Road ECP - Water Portion	-	15,000	-	-	15,000	-	-	15,000
1111-	Kingswood West Tank Site ECP - Water Portion	-	18,000	-	-	18,000	-	-	18,000
Total Water Funded Portion of Erosion Control Projects									
257,821		30,000	15,000	-	282,821	106,838	24,480	-	152,554
8,218,491		1,190,138	801,100	-	8,909,727	4,568,243	1,610,714	-	1,122,738

① Budget Adjustments increases or decrease outlay and/or base Project Budgets and are approved by the Board of Directors
② Budget Reallocations change the distribution of a previously approved budget amount and are approved by the General Manager

Capital Outlay

Projects initiated from Fiscal Year 2000 forward
12 Months Ended June 30, 2011

Project Number	Project Description	Prior Year Budget Carryover	Current Year Adopted Budget	Budget Adjustment	Budget Reallocation	Total Available Budget	Year To Date		(Over) Under Budget
							Actual	Encumbered	
Construction Funds - Continued									
Fund 49 - Recreation and Parks Capital Projects									
0735-	North Tahoe Regional Bike Trail	29,251	-	-	-	29,251	29,251	-	-
0823-	TVRA Phase II Planning - DBW Grant	287,967	-	-	-	287,967	28,012	35,480	208,475
0934-	Playground Equipment Reg Park	10,582	50,000	80,000	-	150,582	129,583	12,548	6,039
1025-	TVRA Phase II Construction	108,889	2,800,000	-	(2,930,000)	108,889	180,191	-	(52,352)
1112-	Sector Field Revegetation	-	45,000	-	-	45,000	-	-	45,000
1113-	Pinedrop Bike Trail Repairs	-	30,000	-	-	30,000	5,562	-	24,438
1122-	TVRA Parking Area Construction	-	-	1,900,000	(1,900,000)	1,900,000	-	-	1,900,000
1123-	TVRA Parking Area Construction	-	-	500,000	500,000	500,000	-	-	500,000
1124-	TVRA Parking Area Construction	-	-	500,000	500,000	500,000	-	-	500,000
	Total Fund 49	417,559	3,025,000	80,000	-	3,532,559	350,591	48,489	3,183,630
Recap									
Administrative & Service Funds									
Sewer Funds									
		50,511	297,000	11,808	-	385,119	218,319	13,288	187,402
Water Funds									
		2,033,745	285,000	40,000	-	2,458,145	382,078	866,607	1,284,458
Recreation and Parks Funds									
		5,388,481	1,224,196	851,100	-	7,273,727	4,264,190	1,816,882	1,360,738
		417,559	3,325,000	80,000	-	3,532,559	350,591	48,489	3,183,630
		7,999,804	4,531,196	792,708	-	13,683,648	5,201,247	2,538,275	5,868,226
	Total Adopted Budget and Budget Adjustments			5,723,844					

- ① Budget Adjustments Increase or decrease current and/or base Project Budgets and are approved by the Board of Directors
- ② Budget Reallocations change the distribution of a previously approved budget amount and are approved by the General Manager
- ③ Carryover amounts adjusted (April 2011) due to \$72,851 in FY2008 Planning Expense Ineligible for reimbursement under PROBE25) being reclassified to FY1026
- ④ Due to a decrease in the Engineer's Estimate, less funding will be needed than originally anticipated. Only \$1,432,000 of this Project will be carried over to FY2012



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: August 9th, 2011

ITEM: F-1b

FROM: Management Services Department

SUBJECT: Treasurer's Report – as of June 30th, 2011

FISCAL ANALYSIS:

The CFO and General Manager/CEO/Treasurer have reviewed the District's investment portfolio, and have 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.

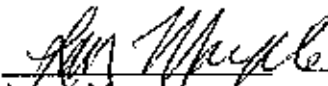
Total cash and investments equaled \$13,382,584.21 as of June 30th, 2011 with unrestricted of \$11,075,408.33 and restricted of \$2,307,175.88.

The portfolio meets the guidelines of the Investment policy for Liquidity, Average Weighted Maturity, Duration, Diversification of Maturities, and maximum maturity.

ATTACHMENTS: Treasurer's Report for June 30th, 2011

REVIEW TRACKING:

Submitted By:


Larry Marple
Chief Financial Officer

Approved By:


Paul A. Schultz, P.E.
General Manager/CEO

Cash and Investments			
Unrestricted			
Statement Date	Institution/Account Number	Market Value	Description
Bank of the West			
06/30/11	243-002508	\$86,861.89	General Checking
06/30/11	243-001768	5,655.38	Event Center Deposit Account
06/30/11	243-003043	8,980.92	Event Center Vendor Acct
06/30/11	243-006486	18,845.75	Payroll
06/30/11	243-003696	28,931.76	Administrative Vendor Acct
06/30/11	243-004157	2,600.81	Parks Dept. Sweep Account
06/30/11	243-000974	55,105.54	Utility Billing Deposit Account
		<u>206,982.05</u>	Total Bank of the West
Local Agency Investment Fund			
06/30/11	85-31-003	6,430,112.02	General Investment Acct
UBS Financial Services Inc.			
06/30/11	CG 00829 70	312,710.15	Cash Balance
	'	3,853,111.16	Certificates of Deposit
	'	1,345.10	Asset Backed Securities
	'	19,320.97	Mutual Funds
	'	234,830.80	U.S. Government Securities
	'	16,996.08	Accrued Interest
		<u>4,438,314.26</u>	Total UBS Financial Services Inc.
Total Unrestricted Cash and Investments:		\$11,075,408.33	
Restricted			
Statement Date	Institution/Account Number	Market Value	Description
Bank of the West			
06/30/11	243-058559	\$7,346.98	FSA
06/30/11	243-058567	140,009.47	HRA
Local Agency Investment Fund			
06/30/11	Debt Funds Restricted for Water CIP	1,413,490.00	Building Corp - Install Payment Fund
US bank			
06/30/11	94658800	9,451.22	Building Corp - Install Payment Fund
06/30/11	91658801	602,500.00	Building Corp - Reserve Fund
Bank of the West			
07/05/11	Various	<u>134,378.21</u>	TRPA C.D.'s
Total Restricted Cash and Investments:		\$2,307,175.88	
Total Unrestricted and Restricted Cash and Investments:			
Total Cash and Investments:		\$13,382,584.21	



DATE: August 9, 2011

ITEM: F-2

FROM: Parks and Facilities Department

SUBJECT: Monthly Report for July 2011

DISCUSSION:

The following monthly progress report presents information to the Board of Directors regarding Park and Facilities Maintenance and Capital Projects included within the annual operating budget for Fiscal Year 2011-2012.

PARK MAINTENANCE & OPERATIONS

- Parks maintenance staff and ARC student volunteers hauled and backfilled soil, around outside of playground curbing in order to clean out rocks and raise the soil level to cover rough bottom edge. Staff reconfigured irrigation and removed boulders that were too close to curbing. Staff will need to continue to fill and level soil around the outside of curbing.
- Replaced bollards, siding and cabinets at Regional Park Ramada picnic site.
- Two full-time parks staff attended invasive species training provided by the Tahoe Resource Conservation District staff that oversees the TRPA mandated activities at the boat launches. Full time staff fills in for launch fee collector staff for break time and lunches when needed.
- Assembled and installed an office partition in the Engineering Department offices.
- Replaced irrigation valve and installed access box, repaired rusted metal pipe on Ball Field #1.
- Replaced a valve assembly on the drinking fountain at the Soccer field due to vandalism.
- Clay and brick have been installed in pitcher's and batter's box areas on Ball field #5.
- Continued sand removal at KBSRA.
- Repaired metering valve assemblies on showers at North Tahoe Beach and Kings Beach State Recreation Area restrooms.
- Weeded warning tracks on Fields #1 and #5 as well as planting beds at Tahoe Vista Recreation Area and North Tahoe Beach.
- Sprinkler repairs have been ongoing at all turf areas.
- New volleyball nets were purchased for North Tahoe Beach, Kings Beach State Recreation Area and Regional Park.
- Triple Crown Sports used Field #5 for part of their baseball tournament based in Reno. More than 60 teams were competing and using fields in Reno, Incline and Field #5 in Regional Park. The promoter is from Colorado and plans to make this

the first of an annual event. They ended up holding the championship game on Field #5 instead of Reno because of its popularity with the participants.

- Also taking place in July were: a youth baseball tournament, using Fields #2 and #5, a Disc Golf Tournament, a youth baseball camp organized by Bob Habeger, using Fields #1 and #2, and a tennis camp and soccer camp run by the Boys and Girls Club.

TVRA Parking Project

General Manager and Park and Facilities Manager held a conference call with the project consultant to affirm the process that is being proposed to work with a third party contracted through TRPA for environmental process. He explained the process in depth and recommended that the process, once in place will be much more efficient in completing the required work. Staff is continuing to work with the project engineer and consultant to contract with the third party TRPA dedicated planner for the environmental work to go forward.

Fuel Reduction Project

The environmental requirements have been met and the TRPA permit received. The bid specifications have been developed by North Tahoe Fire project manager and will go out within the week. The District is following the Ca Fire Safe Council bid process that distributes the bid specifications out to pre-qualified contractors. Bid opening will be within three weeks of mailing and a committee of the Fire Safe Council staff, project manager and District staff will review and verify bids before awarding to the lowest responsive and responsible bidder.

Dollar Hill to Fulton Crescent Bike Trail

Environmental monitoring that is required to be done this season has started and the project is going forward with the Engineering/Design/Environmental team chosen by Placer County.

REVIEW TRACKING:

Submitted By: Kathy Long
Kathy Long
Parks and Facilities Manager

Approved By: Paul A. Schultz, P.E.
Paul A. Schultz, P.E.
General Manager/CEO



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: August 9, 2011

ITEM: F-3

FROM: Planning & Engineering Department

SUBJECT: Monthly Report for July 2011

DISCUSSION: The Planning & Engineering Department submits its monthly progress report for July 2011 on the following Capital Improvement Projects:

- **Carnelian Force Main Valve Project (0924):** Due to the delay on the valves for the project and the weather, this project has been put on hold until Fall 2011, when the groundwater table will be lower. Project Budget: \$567,744; Overall Percent Complete: 0% (Construction).
- **Water Main Replacement Project – Kingswood Area (0929):** The Contractor will be on site the week of August 15th to finish work. Slurry sealing is scheduled for mid-September. Project Budget: \$1,421,091; Percent Complete: 99% (Construction).
- **Zone 1 Water Storage Tank Project (0833):** Tank assembly is complete and in the process of being painted. Waterline is being installed in the street. Project Budget: \$2,966,742; Percent Complete: 61% (Construction).
- **Kingswood 500 Tank & Kingswood 120 Booster Pump Demo and Griff Creek Restoration Project (1114):** Staff met with Consultant to discuss grant requirements. Percent Complete: 2% (Design), 0% (Construction).
- **Secline Pump Station Rehabilitation (1021-SPSR):** The Notice to Proceed has been issued and the Consultant is reviewing submittals. The pumps have been shipped and should arrive the week of August 8th. The generator is ready to ship, pending the Contractor's schedule for installation. Percent Complete: 100% (Design), 0% (Construction).
- **C-1 Wet Well and Dry Well Modifications (1115):** The apparent lowest responsive and responsible bidder was Marques Pipeline, Inc. See item #E-3 in this Board Packet for more information. Percent Complete: 100% (Design), 0% (Construction).
- **Carnelian & Dollar Sewer Pump Station Design – Phase 1 (1021-CDSD):** The Structural Engineer conducted a site visit and has submitted his draft report to the consultant (Harris & Associates). Consultant is preparing the draft Technical Memo. Percent Complete: 30%.

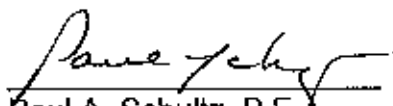
- **Brook Avenue Sewer Main Replacement Project (1115):** Due to numerous design items needing to still be worked out (i.e. consideration of plausible relocation points of connection, SR 28 configuration, etc.), construction of this project will take place during the 2012 construction season. Percent Complete: 35% (Design), 0% (Construction).

The Planning and Engineering Department provided support services for several internal, outside agency, and private development projects this month, and continues review and work on several large projects including:

- **Brockway Erosion Control Project**
- **Kings Beach Housing Now projects**
- **Cedar Flat Sewer Main Realignment project**
- **Olson Company Headquarters project**
- **Speckled Gardens project:** Staff has reviewed and approved the plans for a school to be housed in the existing structure. Additional sewer connection fees for the District for this project are \$14,418.

REVIEW TRACKING:

Submitted By: 
Suzi Gibbons
Contracts and Planning Coordinator

Approved By: 
Paul A. Schultz, P.E.
General Manager/CEO



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: August 9, 2011 **ITEM:** F-4
FROM: Utility Operations Department
SUBJECT: Monthly Report for June

DISCUSSION:

The following monthly progress report details the activities and services performed during the month of June in the Utility Operations Department. The current plan for the month of July is to Cut Roots out of Manholes, Pipe Patch Repair with 3T, Continue GBA Training, Replace Leaking Water Services, New Meter Boxes in Carnelian that the Contractor had not Installed, and Initiate Water Meter Upgrades in Kingswood Estates.

Sewer Utility Operations:

• Manholes Inspected	9	–	7	Hours
• Manholes Cleaned	29	–	25.5	Hours
• Sewer Main Cleaning (Holiday Lines and Carnelian Bay)	18,735 Feet	–	143	Hours
• Sewer Main Repair	1	–	35	Hours
• Laterals (Pressure Test, Install Screw Plugs, Tap)	17	–	94.5	Hours
• Lateral Back Up	1	–	6.5	Hours
• Sewer Work Orders Initiated	31			
• Sewer Work Orders Closed	36	–	353	Hours
• Sewer Standby Calls	2 Calls	–	8	Hours

Pump Station Operations:

• Preventative Maintenance –Satellites / Mains			124	Hours
• Projects – Secline and Dollar Rehab			7	Hours
• Alarm call-outs (after-hours) SCADA	2 Calls	/	6	Hours

Water Utility Operations:

Water Production:

• National Ave Water Treatment Plant	35,448,000	gallons	–	697	Hours
• Carnelian Well	2,101,000	gallons	–	173	Hours
• Park Well	1,652,000	gallons	–	32	Hours
• Tahoe City Inter-tie	2,419,000	gallons			

Total Water Production**41,620,000 Gallons**

- Sodium Hypochlorite Usage 9,600 gallons total -- Water and Sewer

Operational Report:

- Permit Violations 0
- Water Standby Calls 3 Calls – 15 Hours

Water Meters:

- Calls for Service 36 – Hours
- Meter Replacements – Generated from Meter Reading 7 – 41.5 Hours
- Meter Repairs – Generated from Meter Reading 49 – 17.5 Hours
- Meter Reads / Processing – Routine 17 Hours
- Re-reads, Check Reads 19 – 5.5 Hours
- Special Reads / Zone Reads 12 – 3 Hours
- Meter Install New / Repair / Replace 11 – 87 Hours
- Meter Turn Off/On 4 – 4 Hours
- Backflow Reports Received / Processed 26 / 0 – 1.5 Hours
- Letters Sent – To Test 374 – 31 Hours

Water Quality:

- Customer Concerns- Pressure 2 2 Distr
- Monthly Samples – routine 27 Samples 14 Raw 13 Distr
- Special Samples 2 Samples 2 Distr
- Customer Complaints – Taste 1 1 Distr

Water Distribution:

- Work Orders Issued 29
- Work Orders Completed 33 – 433.5 Hours
- Mains Correlated – 27 13,659 Feet – 7 Hours
- MLOG Reads 150 – 8 Hours
- MLOG Check on Suspect Leaks 8 – 3 Hours
 - Leaks Confirmed Mains 1
 - Leaks Confirmed Customer Side 4
 - Leaks Unconfirmed 3
- Leaks Repaired 17 – 309.5 Hours
- Valves Exercised 29 – 58 Hours
- Hydrants Flow Test / Flush 0 – 0 Hours

June, 2011 Water Leak Details

	<u>Tmain</u>	<u>Cwoods</u>	<u>\$Cove</u>	<u>Zone</u>
1105 Canterbury	X			KW 120
1130/1140 Canterbury	X			KW 120
1265/1267 Canterbury	X			KW 120
1210 Canterbury	X			KW 120
Stewart / Canterbury	X			KW 120

Trent / Windsor	X	KW 120
Commonwealth	X	KW 120
8714 Brockway Vista	X	Kings Beach
260 Beach	X	Kings Beach
280 Beach	X	Kings Beach
265 Fox	X	Kings Beach
90 Speedboat	X	Brockway
7020 Latone	X	Agatam
293 Rim	X	TM Estates
200 Secline	X	Kings Beach
8500 Trout	X	Kings Beach
8733 Loch Levon	X	Kings Beach
9818 Lake	X	KW 120

Underground Service Alert

- 105 New Requests, 1 Remarks, 88 Locations 188 Hours
- USA's – Outside Requests (crew time) 23 Hours

Special Projects

- Support for District Contractors 46 Hours
- Support for Outside Contractors 32 Hours
- GBA, Safety Training 112 Hours

Fleet and Equipment:

- Electrical Testing – 10.00 Hours
- Fabrication / Welding – 35.50 Hours
- Fleet Inspection – 10.00 Hours
- Preventative Service – 18.00 Hours
- Remove and Replace – 35.25 Hours
- Seasonal Maintenance – 2.00 Hours
- Tire Service – 1.00 Hours

Required Overtime Hours

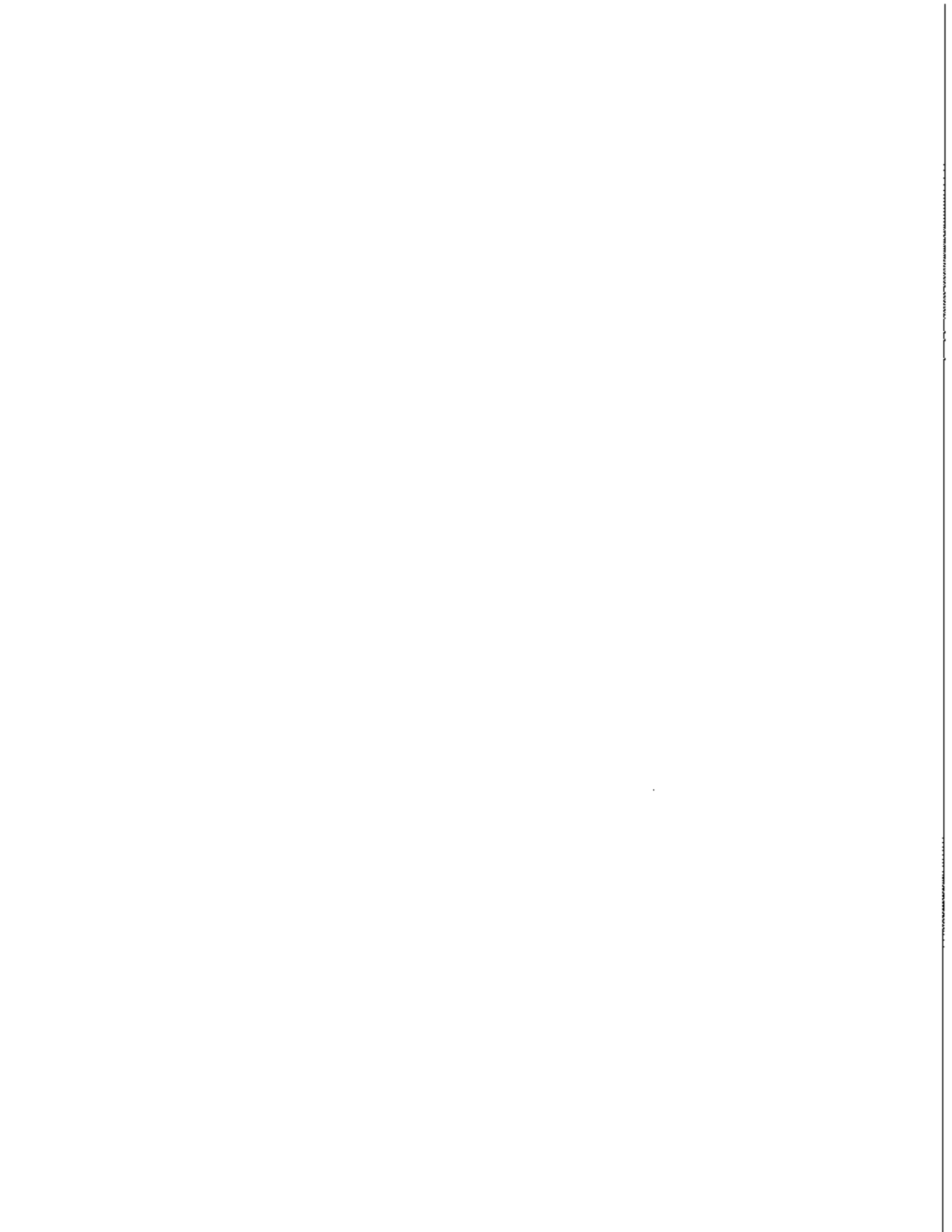
- Standby/Overtime/Daily Checks 118 Hours OT / 24 Daily Checks
- Time Off: Vacation/Sick Leave/Work Comp 260 Hours

REVIEW TRACKING:

Submitted By: Janine Dougan
 Janine Dougan
 Operations Coordinator

Approved By: Paul A. Schultz, P.E.
 Paul A. Schultz, P.E.
 General Manager/CEO

Reviewed By: Mark Begin
 Mark Begin
 Acting Operations Manager





**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: August 9, 2011

ITEM: G-1

FROM: Planning and Engineering Department

SUBJECT: Dolly Varden Water Main Replacement Project

RECOMMENDATION:

No action requested.

DISCUSSION:

The Dolly Varden Water Main Replacement Project is currently scheduled in the 2011-2012 CIP Five-Year Focus to begin design and construction in fiscal year 2013/14. Placer County will be laying rubberized asphalt on the streets they feel necessary after the commercial core improvements are completed in 2014. Dolly Varden is potentially on the list to receive the rubberized asphalt. Ideally, the water main replacement on Dolly Varden would occur prior to 2014. A number of water main leaks have recently occurred in the Kingswood Estates Unit 5 subdivision (on the east side of SR 267) and on Rim Drive. Staff is currently gathering information to re-prioritize water main replacement projects throughout the District. Once the priorities are established, Staff will begin design of the various projects to be ready for construction as funding becomes available. More information will be presented to the Development and Planning Committee at its next meeting and to the Board at the September meeting.

ATTACHMENTS: None.

FISCAL ANALYSIS: None.

MOTION: N/A

REVIEW TRACKING:

Submitted By:

Suzi Gibbons
Contracts and Planning Coordinator

Approved By:

Paul A. Schultz, P.E.
General Manager/CEO



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: August 9, 2011

ITEM: H-1

FROM: Office of the General Manager/CEO

SUBJECT: Claims for Damages

RECOMMENDATION:

1. Allow amount of claim for \$150.00 – 1388 Kings Vista Court, Tahoe Vista
2. Deny amount of claim for \$2,699.53 – Jeff Okamoto, vehicle accident
3. Allow amount of claim for \$1707.00 – 90 Speedboat Avenue, Kings Beach

DISCUSSION:

Here is a summary of the most recent claims for damages.

Claim Request No. 1: Dr. Miles Adler submitted a claim for damages in the amount of \$150.00 for a crabapple tree that was knocked over by District staff during the spring while exposing a meter box with a backhoe. Dr. Adler was quoted \$150.00 from Villager Nursery to purchase and plant a new tree.

Staff recommends to allow the claim in the amount of \$150.00.

Claim Request No. 2: On February 26, 2011 a District vehicle driven by Maintenance Technician Steck and another vehicle driven by Mr. Okamoto slid into one another while trying to pass on a narrow and icy road. The accident was reported to the District's insurance carrier on March 1st 2011 and is waiting for direction from the District.

Staff recommends to deny the claim for \$2,699.53 and allow the District's insurance carrier to conclude with handling the claim.

Claim Request No. 3: On June 23, 2011 there was a water leak at 90 Speedboat Avenue, Kings Beach. While accessing the water leak behind Mr. Bitowft's property, damage to the yard slate and plants and driveway asphalt resulted from District Vector truck and staff.

Staff recommends to allow the claim in the amount of \$1,707.00.

FISCAL ANALYSIS:

Costs for Claims are estimated to be:

No. 1: \$ 150.00
No. 2: \$ 1,349.77

No. 3: \$ 1,707.00
\$ 3,206.77

Claims are unbudgeted since the District does not budget for claims and will need to come out of reserves.

ATTACHMENTS: Claim Request No. 1: Claim Form, Pictures
Claim Request No. 2: Claim Form, Pictures
Claim Request No. 3: Claim Form, Pictures

MOTION: Approve Staff Recommendation

REVIEW TRACKING:

Submitted By:  Approved By: 

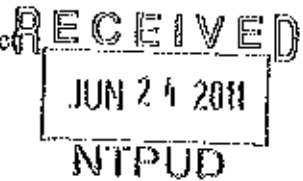
Sandra Keechler
HR/Risk Management

Paul A. Schultz, P.E.
General Manager/CEO

Reviewed By: 

Larry Marple
Chief Financial Officer

You may file in person, or mail the form to: Clerk of the Board
North Tahoe Public Utility District
875 National Avenue
Post Office Box 139
Tahoe Vista, CA 96148



Please keep one (1) copy for your records - Print/Type Only

CLAIM AGAINST THE NORTH TAHOE PUBLIC UTILITY DISTRICT

1. Claimant's Name ADLER, MILES F
Last First M.I.
2. Date of Claimant's Birth 12-11-39
3. Claimant's Address
1388 KINGS VISTA CT TAHOE VISTA, CA 96148
Street (or P.O. Box) City State Zip Code
4. Address Where Correspondence Should Be Sent (if different from above)
6157 CHELTON DRIVE
Name
OAKLAND, CA 94611
Street (or P.O. Box) City State Zip Code
5. Phone Number (510) 482-3008 (510) 357-8180 ()
Home Work Other
6. Amount of Claim \$ 150
Describe basis for computation of amount claimed: COST OF REPLACEMENT TREE AND LABOR TO PLANT
7. Date of Accident / Incident / Loss: MARCH OR APRIL 2011
8. Location of Accident / Incident / Loss: See #3
9. Provide your description of how the Accident / Incident / Loss Occurred:
BACK HOE USED TO DIG THRU SNOW TO UNCOVER WATER/PLATE/METER DUG THRU & BROKE TREE (3yrs old) IN FRONT OF PLATE

10. Describe Damage / Injury / Losses being claimed (including prospective Damage / Injury / Losses to the extent it is known at the time of claim filing):

ONE CRABAPPLE (FLOWERING) TREE
3 YRS OLD PLACED BY VILLAGER NURSERY
THIS TREE NEED REPLACEMENT

11. Name(s) of Public Employee(s) involved, if known:

UNKNOWN

Warning: It is unlawful to knowingly present or cause to be presented any false or fraudulent claim for payment of a loss or injury (P.C. Section 550(a)). Every person who violates this paragraph is guilty of a felony punishable by imprisonment in state prison for two, three, or five years and by a fine not exceeding fifty thousand dollars (\$50,000)(P.C. Section 550(c)(1)).

In addition, Section 72 of the Penal Code states: "Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, city, or district board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is punishable either by imprisonment in the county jail for a period of not more than one year, by a fine of not exceeding one thousand dollars (\$1,000), or by both such imprisonment and fine, or by imprisonment in the state prison, or by a fine not exceeding ten thousand dollars (\$10,000), or by both such imprisonment and fine."

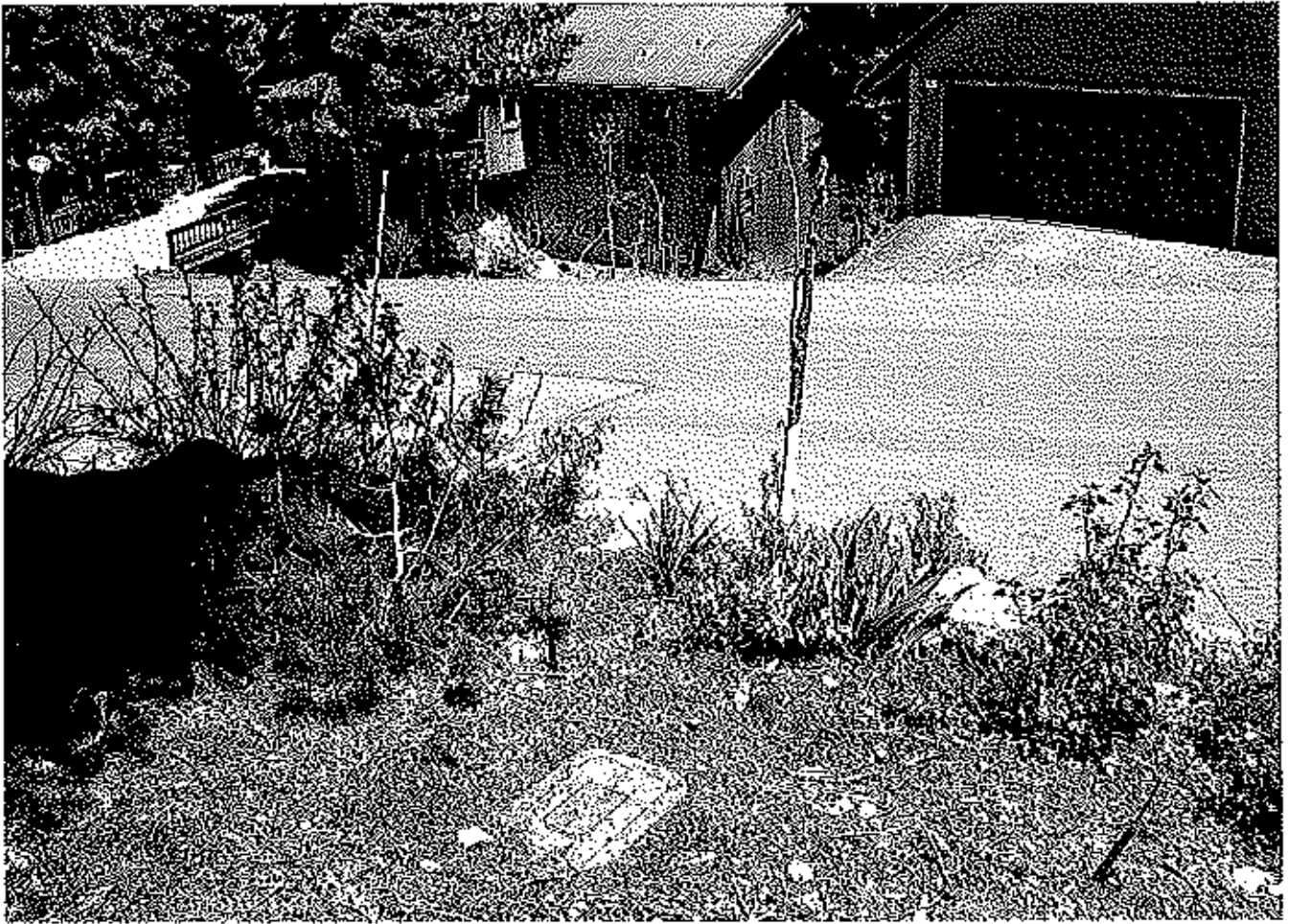
12. Signature of Claimant/Representative:



6/24/11

Date

You must present your claim within the time prescribed by Govt. Code Section 911.2



You may file in person, or mail the form to: Clerk of the Board
North Tahoe Public Utility District
875 National Avenue
Post Office Box 139
Tahoe Vista, CA 96148



Please keep one (1) copy for your records - Print/Type Only

CLAIM AGAINST THE NORTH TAHOE PUBLIC UTILITY DISTRICT

1. Claimant's Name Okamoto Jeff
Last First M.I.

2. Date of Claimant's Birth 3/16/54

3. Claimant's Address
P.O. Box 211 Tahoe Vista Ca 96148
Street (or P.O. Box) City State Zip Code

4. Address Where Correspondence Should Be Sent (if different from above)

Name _____
Street (or P.O. Box) City State Zip Code

5. Phone Number (530) 448-4263 (530) 546-7255
Home Work Other

6. Amount of Claim \$ 2699.53

Describe basis for computation of amount claimed: Itemized estimate for repairs made to vehicle

7. Date of Accident / Incident / Loss: 2/26/11

8. Location of Accident / Incident / Loss: Summit Rd, Tahoe City

9. Provide your description of how the Accident / Incident / Loss Occurred:
North Tahoe Utility vehicle slid into Mr. Okamoto's vehicle on icy road. Mr. Okamoto's vehicle was stopped & pulled over to the shoulder to let your vehicle pass.

10. Describe Damage / Injury / Losses being claimed (including prospective Damage / Injury / Losses to the extent it is known at the time of claim filing):

Property damage to Mr. Okamoto's vehicle along the driver's side. No injuries reported.

11. Name(s) of Public Employee(s) involved, if known:

Joseph Steck

Warning: It is unlawful to knowingly present or cause to be presented any false or fraudulent claim for payment of a loss or injury (P.C. Section 550(a)). Every person who violates this paragraph is guilty of a felony punishable by imprisonment in state prison for two, three, or five years and by a fine not exceeding fifty thousand dollars (\$50,000)(P.C. Section 550(c)(1)).

In addition, Section 72 of the Penal Code states: "Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, city, or district board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is punishable either by imprisonment in the county jail for a period of not more than one year, by a fine of not exceeding one thousand dollars (\$1,000), or by both such imprisonment and fine, or by imprisonment in the state prison, or by a fine not exceeding ten thousand dollars (\$10,000), or by both such imprisonment and fine."

12. Signature of Claimant/Representative:

Date

6/28/11

You must present your claim within the time proscribed by Govt. Code Section 911.2



RECEIVED
JUL 11 2011
NTPUD

You may file in person, or mail the form to: Clerk of the Board
North Tahoe Public Utility District
875 National Avenue
Post Office Box 139
Tahoe Vista, CA 96148

Please keep one (1) copy for your records -- Print/Type Only

CLAIM AGAINST THE NORTH TAHOE PUBLIC UTILITY DISTRICT

1. Claimant's Name BITOWIT ROBERT J
Last First M.I.

2. Date of Claimant's Birth 9/9/58

3. Claimant's Address
90 SPEEDBOAT AVE KINGS BEACH CA 96143
Street (or P.O. Box) City State Zip Code

4. Address Where Correspondence Should Be Sent (if different from above)
ROBERT BITOWIT
Name
PO BOX 554 CRYSTAL BAY NV 89402
Street (or P.O. Box) City State Zip Code

5. Phone Number (775) 848 3985 () ()
Home Work Other

6. Amount of Claim \$ 1707

Describe basis for computation of amount claimed: SEE BID FOR REPAIRS

7. Date of Accident / Incident / Loss: 6/11/11

8. Location of Accident / Incident / Loss: 90 SPEEDBOAT AVE

9. Provide your description of how the Accident / Incident / Loss Occurred: _____

WATER MAIN BREAK BEHIND GARAGE CAUSING WATER
TO UNDERLIE ASPHALT. REPAIR TRUCK PARKED ON
SLATE (IMPORTED) BRACKING/CRACKING IMPORTED SLATE.
PLANTS DAMAGED DURING REPAIR. - STEPPED ON BY
WORK CREW.

10. Describe Damage / Injury / Losses being claimed (including prospective Damage / Injury / Losses to the extent it is known at the time of claim filing): _____

500.000

11. Name(s) of Public Employee(s) involved, if known: CHRIS X2

Warning: It is unlawful to knowingly present or cause to be presented any false or fraudulent claim for payment of a loss or injury (P.C. Section 550(a)). Every person who violates this paragraph is guilty of a felony punishable by imprisonment in state prison for two, three, or five years and by a fine not exceeding fifty thousand dollars (\$50,000)(P.C. Section 550(c)(1)).

In addition, Section 72 of the Penal Code states: "Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, city, or district board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is punishable either by imprisonment in the county jail for a period of not more than one year, by a fine of not exceeding one thousand dollars (\$1,000), or by both such imprisonment and fine, or by imprisonment in the state prison, or by a fine not exceeding ten thousand dollars (\$10,000), or by both such imprisonment and fine."

12. Signature of Claimant/Representative: _____

[Handwritten Signature]

7/12/11

Date

You must present your claim within the time prescribed by Govt. Code Section 911.2

Perennial Nursery, Inc

6891 North Lake Blvd

PO Box 193

Tahoe Vista, CA 96148

CA Lic 758781 NV Lic 0050322

Estimate

Date	Estimate #
7/12/2011	556

Name / Address
Blowr, Denise

			Project
Description	Qty	Rate	Total
1 gallon Hosta	3	12.00	36.00
1 gallon Ligularia	3	12.00	36.00
Labor to plant with fertilizer and amendments	1	40.00	40.00
Subtotal			\$112.00
Sales Tax (7.25%)			\$5.22
Total			\$117.22



CONCRETE & MASONRY STONEMAN

240 Jennifer Street • Incline Village, NV 89451 • Phone: (775) 832-2566 • Fax: (775) 892-5335
CA Lic. #512378 • NV Lic. #38267 • HI Lic. #23613

To: Bob & Denise Bitowft
90 Speed Boat
Kings Beach, CA
(775)-843-2703
(408)-516-9180 fax

Job at:
Same

CONTRACT

Stone Repair - Garage Area
July 11, 2011

Replace 5 large stones; match best we can. Remove and re-set in dist to match existing.

TOTAL: \$590.00

Payment schedule: *Total due upon completion.

*Net 20 days from invoice; 16% interest on all past due accounts. Prices subject to change after 30 days.

Signature _____ Date _____

Signature, K.L. Masonry, Inc. _____

CRUZ

CONSTRUCTION CO., INC.

19 Cynriet Drive

Moundhouse, NV 89706

Tel: (775)883-6161 Fax: (775)246-5556

Proposal/Contract

General Contractor

Commercial - Industrial - Residential

NV License No. 41648A

CA License No. 741126

License Limit \$950,000

Submitted to: Bob Bitowit	Date	6/30/2011
Street 90 Speedboat	Job Address	Same
City, State, Zip Kings Beach	Job City, State, Zip	
Estimator Don Decker	Telephone/Fax	848-3985

Job Description : Asphalt maintenance snowranger1@earthlink.net

Sawcut , cut to subgrade , dispose all , compact
Repave with 3" AC compacted AC to apx. 100 sq'\$1000.00

Clean all AC with blowers & brooms
Apply 1 (one) coat of Overkote+2% Latex added seal to all AC.....\$475.00

Please , all sprinklers , irrigation turned off 24 hrs. prior to job commencing
 Auto traffic OK after 24 hrs. Walking traffic OK after 4/8 hrs.
 No other work included
 No guarantee on seal flaking up , due to unknown reasons beyond our control , or water caused problems
 Not all cracks will be filled
 Any questions , Please call 745-5085
 For scheduling questions , Please call 863-8161 ext. 13

We hereby agree to furnish material and labor to complete job in accordance with the above specifications for the sum of: \$ 1,475.00

Payment Terms: 30% deposit due upon acceptance of proposal. Balance due upon completion of work.

A service charge of 0.75% bi-weekly or 18% annually will be assessed for payments over 15 days. There is a \$20.00 returned check fee. All material is guaranteed to be as specified. All work will be completed in a workmanlike manner according to standard practices. All extra work done beyond the above job description will be an addition to this Proposal/Contract. We are not responsible for any damage caused by snow removal equipment, structural settling, erosion or Acts of God.

Residential Construction Recovery Fund: Payment may be available from the recovery fund if you are damaged financially by a project performed on your residence pursuant to a contract, including construction, remodeling, repair or other improvements, and the damage resulted from certain specified violations of Nevada law by a contractor licensed in this state.

To obtain information relating to the recovery fund and filing a claim for recovery from the recovery fund, you may contact the State Contractors Board at the following locations:

State Contractors Board, 5870 Gateway Drive, Suite 100, Reno, NV 89521-3953

State Contractors Board, 2310 Corporate Circle, Suite 200

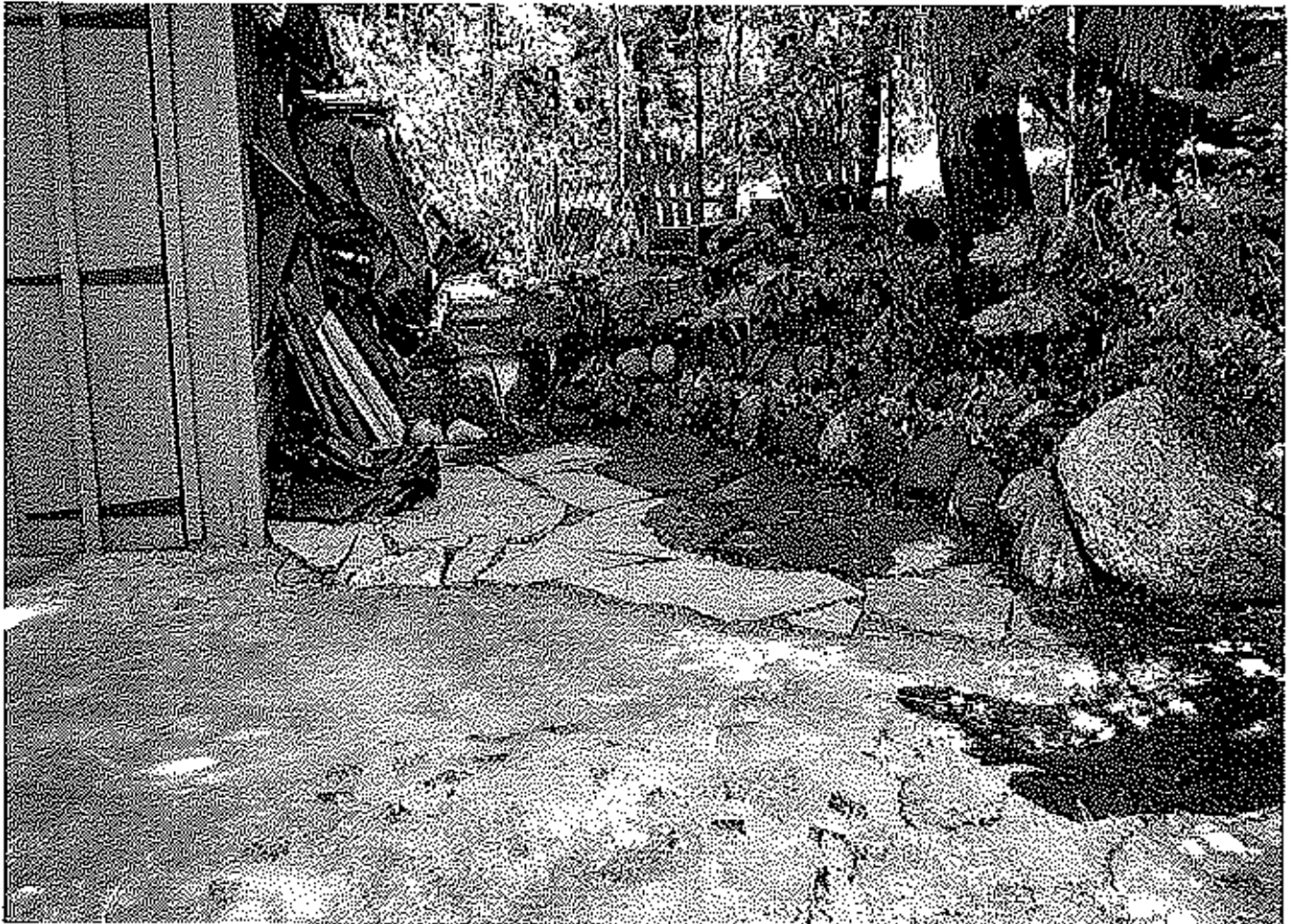
Reno, Nevada 89521-3953 Telephone Number (775) 888-1141

Henderson, NV 89074 Telephone Number (775) 488-1100

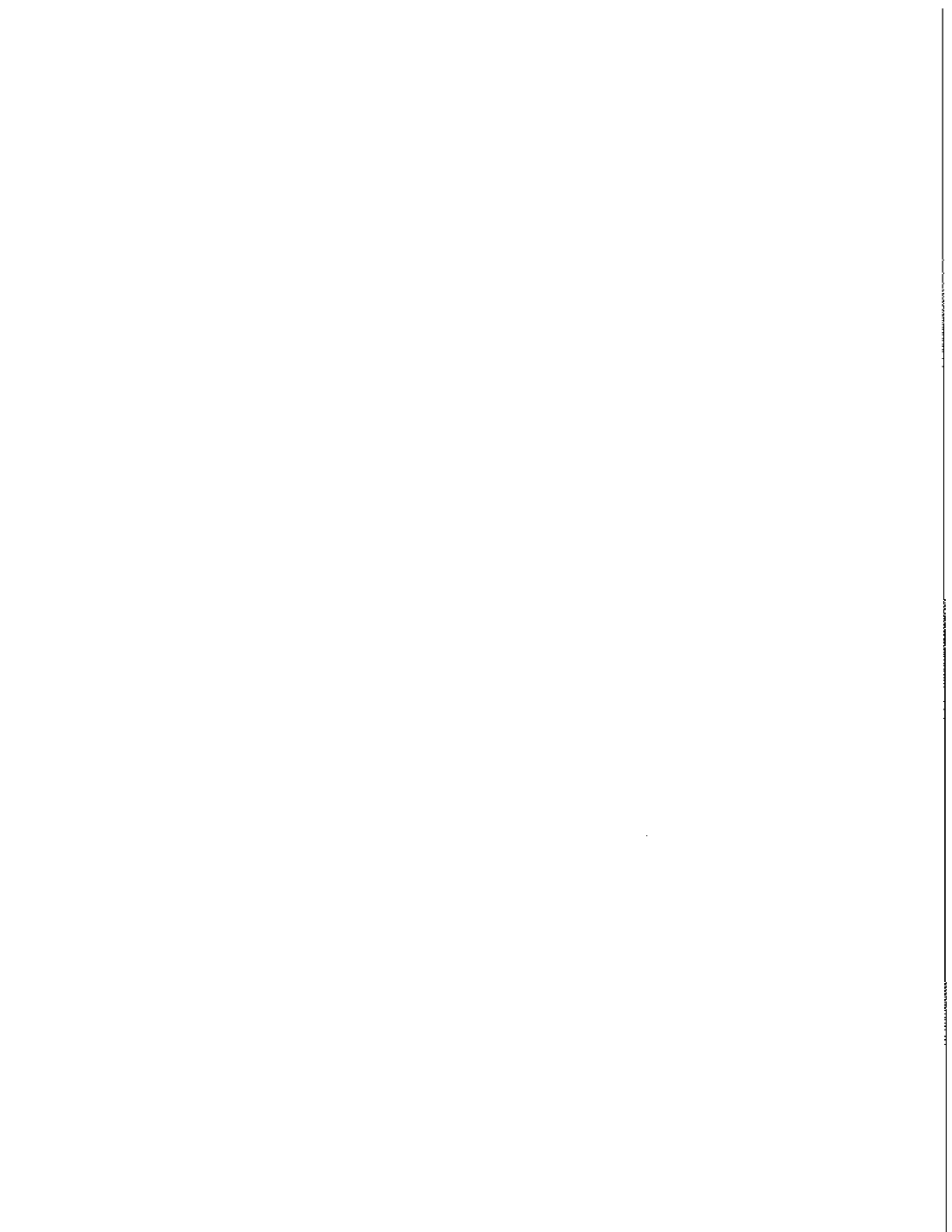
Cruz rejects any requirement that payment shall be delayed until the Hiring Party is paid by others. The offer on this Proposal/Contract is good for ten days only from the above stipulated date if accepted and signed by client.

ACCEPTANCE OF PROPOSAL/CONTRACT: The above prices, specifications, and conditions are satisfactory and are hereby accepted. Cruz Construction Co., Inc. is authorized to do the work as specified. Payment will be made as outlined above.

Authorized Signature: Don Decker	Date:
Client Signature:	Date:









California Public Employees' Retirement System
Actuarial Office
P.O. Box 942701
Sacramento, CA 94229-2701
TTY: (916) 795-3240
(888) 225-7377 phone • (916) 795-2744 fax
www.calpers.ca.gov

July 13, 2011

Employer Number: 1999
Employer Name: NORTH TAHOE PUBLIC UTILITY DISTRICT
Rate Plan: MISCELLANEOUS

Re: Fiscal Year 2011-2012 Employer Contribution Rate

The employer contribution rate stated in our last rate letter to you for your Miscellaneous Plan expired on June 30, 2011. The purpose of this letter is to inform you of your employer contribution rate beyond June 30, 2011.

Your current employer contribution rate is **8.475%** of payroll. For the fiscal year 2011/2012, your employer contribution rate will be **9.539%** of payroll. In October 2011 you will receive in the mail an actuarial valuation report that will indicate your employer contribution rate for fiscal year 2012/2013. Below is a comparison of changes to your plan's contribution rate.

	Fiscal Year 2010/2011	Fiscal Year 2011/2012
Pool's Net Normal Cost	7.740%	7.684%
Pool's Payment on Amortization Base	0.735%	1.855%
Plan's Surcharges for Class 1 Benefits	0.000%	0.000%
Phase Out of Normal Cost	0.000%	0.000%
Amortization of Side Fund	0.000%	0.000%
Total Employer Rate	8.475%	9.539%

If you should have any further questions, please call the CalPERS Employer Contact Center at (888) CalPERS (225-7377).

KELLY STURM, ASA, MAAA
Associate Pension Actuary, CalPERS



The mission of the North Tahoe Business Association (NTBA) is to improve the economic well-being of the business community and enhance the quality of life through the creation and long-term preservation of a vibrant economic climate.

Board of Directors

Alex Mourelatos
President
Mourelatos Lakeshore
Resort

Dana Hayes
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Sue Kyler
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Tyler Gaffney
Tahoe Biltmore

Phil GilanFarr
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Joe Hennessey
Hennessey Heating & Air

Jody Precht
Bank of the West

Todd Willard
Tonava Auto Parts

John Evans
Past President
Reliable Services

Executive Director

Cheri Sprenger

Dear Kathy,

The NTBA staff and Organization Committee would like to express our gratitude for your support of the North Shore Community Clean Up Day. This annual event and volunteer BBQ is held on the first Saturday of June, rain or shine, and thanks to your contribution, this year was another success. Over 115 volunteers came out and picked up 4,380 lbs. of trash from the beaches, highways and neighborhood streets of Kings Beach, Tahoe Vista, Carnelian Bay and Crystal Bay.

This meaningful community event brings neighbors together with the one common goal of making our towns cleaner and more desirable for the summer, for everyone. With your support, we will continue to host Community Clean Up Day, year after year.

The NTBA, our locals and visitors alike appreciate your support!

Sincerely,

North Tahoe Business Association Organization Committee

Thank you
Kathy
& Kathy &
Steve