



NORTH TAHOE PUBLIC UTILITY DISTRICT Board of Directors Meeting

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

Tuesday, September 13, 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.
- 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 August 9, 2011 to September 12, 2011
 2. Approve Minutes of the August 9, 2011 Regular Board Meeting and August 26, 2011 Special Board Meeting
 3. Authorize General Manager to Execute Professional Services Agreement with Kennedy/Jenks and Task Order 001 for Peer Review of National Avenue Water Treatment Plant Programmable Logic Controller Bid Documents in the Amount of \$15,000 (#1219)
 4. Authorize General Manager to Execute Task Order 002 with Nichols Consulting Engineers for Kingswood 500 Tank and 120 Booster Demolition, and Griff Creek Restoration (#1114)
 5. Authorize General Manager to Execute Line Extension Agreement with Southwest Gas Corporation for Natural Gas Service to the Secline Sewer Pump Station (#1021-SPSR)
- 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 July 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. Base Facilities – Further Discussion
- H. NEW BUSINESS**
1. Authorize Recommended Action and Adopt Resolution 2011-15 Finding an Emergency Exists Relative to the Rim Drive Water Main and Delegating Authority to the General Manager to Replace a Portion of the Rim Drive Water Main without Competitive Solicitation of Bids.
 - a. Deny Claim from Property Owner of 334 Rim Drive
- I. GENERAL MANAGER/CEO COMMENTS**
1. Proposed Organizational Structure
- J. CORRESPONDENCE**
1. Letter regarding Playground Grand Opening
 2. Letter thanking Suzi Gibbons from Kingswood Estates
 3. Results of North Lake Tahoe Public Opinion Survey
- K. BOARD OF DIRECTOR'S COMMENTS**
- K. ADJOURNMENT**

Agenda Posted and Mailed September 9, 2011

Paul A. Schultz, P.E.
General Manager/CEO/Ex Officio Clerk



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: September 13, 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: None

MOTION: Approve Staff Recommendation.

REVIEW TRACKING:

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



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: September 13, 2011

ITEM: E-2

FROM: Office of the General Manager

SUBJECT: August 2011 Draft Minutes

RECOMMENDATION: Approve Minutes of the August 9, 2011 Regular Board Meeting and August 26, 2011 Special 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 August 9th and August 26th

MOTION: Approve Staff Recommendation.

REVIEW TRACKING:

Submitted By: Marianne Potts
Marianne Potts
Board & Records Secretary

Approved By: Paul A. Schultz
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, August 9, 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, Mooney, Daniels, Ferrell, and President Lewis. 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 9:35 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, Acting Utility Operations Manager Begin, Human Resources Technician Keechler, and Board and Records Secretary Potts. Counsel Eskind was also present.

REVIEW OF AGENDA: No changes were made to the agenda, however some items may be taken out of order.

PUBLIC FORUM (TIMED ITEM 9:35 a.m.): A member of the public was present requesting signatures for a petition to stop bear hunting in California. No other 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 \$383,767.28 and Payable in the amount of \$174,304.93 for the period from July 12, 2011 to August 8, 2011 with potential conflicts for Directors Bergmann and Mooney in the amount of \$3,367.24.
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) with Marques Pipeline, Inc. in the amount of \$33,500 and a 10% contingency. Also authorized was a purchase order to Marques Pipeline, Inc. in an amount not to exceed \$36,850.
4. Authorize General Manager to File Notice of Completion for Carnellian Bay West Water Main Replacement Project (#0938)
5. Adopt an Education Assistance Program including an Education Assistance Policy
6. Adopt Resolution 2011-14 Designating Planning and Engineering Manager Will Stelter, P.E. as the District's Engineer of Record.

Director Bergmann requested that Item 5 be removed from the consent calendar for discussion. A discussion was held regarding the adoption of an Education Assistance Program and Policy. The program and policy was approved and recommended by the Ad-hoc Personnel Committee consisting of Directors Daniels and Ferrell. Although reimbursement for certain educational expenses is already a part of the current Memorandum of Understanding(s) with IUOE Local 39, it was discussed that this policy would make some otherwise taxable reimbursements non-taxable for the employee when enrolled in certain degree programs. Director Ferrell commented that approval of any course is subject to departmental approval, and Director Daniels stated that the committee intends for the policy to be equitable to all employees in each department.

MOTION: Upon motion by Director Ferrell and second by Director Bergmann, the Board voted to approve the Education Assistance Program including an Education Assistance Policy presented. The motion carried (4-1) with Director Mooney voting no.

MOTION: Upon motion by Director Bergmann and second by Director Daniels, the Board voted to approve staff's recommendations for the balance of the Consent Calendar with noted potential conflicts related to Accounts Paid and Payable by Directors Bergmann and Mooney. The motion carried unanimously (5-0) by Roll Call Vote.

EMPLOYEE SERVICE AWARDS (TIMED ITEM 9:45 A.M.): Five year service awards were presented by Acting Operations Manager Begin to employees Ken Fisher, and Chris Avery. Not present to receive a five year service award was Jim Schneider. A five year service award was also presented to David Berry by Engineering Manager. All employees were presented with pins by President Lewis, and thanked by the Board for their service to the District.

MANAGEMENT TEAM INFORMATIONAL UPDATES

Management Services Department Report

- a. Review and Discuss Monthly Financial Statement through June 2011

b. Treasurer's Report

Staff was encouraged to maximize marketing for the North Tahoe Event Center, and to place advertising in related trade publications in order to increase use of the building and maximize reimbursement of marketing expenses by the Resort Association.

Director Mooney discussed a revised Treasurer's Report presented to the Finance Committee which he anticipates will be available for the full Board by next month's meeting.

Parks and Facilities Department Report

Park and Facilities Manager Long introduced Parks Intern Shane Trilosky who assisted the District throughout the summer season with routine maintenance throughout District facilities. Shane thanked the District for the opportunity and advised the Board and staff present that he was returning to work on his degree in Outdoor Recreation Management at Utah Valley University.

Park and Facilities Manager Long spoke of frequent visits to the North Tahoe Regional Park to care for the community garden which has given her an opportunity to see the high degree of park usage. Director Mooney stated that he feels the regional park is the District's most valuable asset, and should remain a passive recreation area.

Sand removal from the Kings Beach State Recreation Area (KBSRA), and placement of the sand removed from the KBSRA parking lot into the depression beyond the soccer field in the regional park were discussed. General Manager Schultz stated that he will reconsider doing so next season.

Planning and Engineering Department Report

Contracts and Planning Coordinator Suzi Gibbons updated the Board regarding current projects, including the District's responsibilities for its facilities of Caltrans and Placer County projects.

Utility Operations Department Report

Acting Utility Operations Manager Begin advised the Board of recent problems with water main leaks in the area of Rim Drive. Because of recent work done on Fawn two years ago, the information needed to design a replacement line in house for Rim Drive is already available. He recommends prioritizing the work on Rim.

OLD BUSINESS

Dolly Varden Update

Contracts and Planning Coordinator Gibbons updated the Board on prioritization of projects for 2013. She stated that although the Engineering Department will move forward with designing Dolly Varden, we may not construct until following year unless funds are received in time for the 2013 construction season. Commonwealth and Rim may be reprioritized because of the occurrence of numerous water main leaks.

NEW BUSINESS:

Consider Claims Against District

a. Miles Adler of 1388 Kings Vista Court

- b. Jeff Okamoto regarding Vehicle Accident on Summit Road
- c. Robert and Denise Bitowft of 90 Speedboat

MOTION: Denise Bitowft presented her observations regarding damage that resulted from the District's response to an emergency water leak near her property (Item C). Director Daniels motioned that the District approve the Bitowft claim against the District for \$1,707 subject to the appropriate release being signed by claimant. Upon second by Director Ferrell, the motion carried unanimously (5-0).

Human Resources Technician Keechler acting as the District's risk management administrator presented details of the listed claims (Items A & B). She recommended approval of the Adler claim, and denial of the Okamoto claim so that the insurance company is able to proceed with negotiating the claim.

MOTION: Upon motion by Director Bergmann and second by Director Ferrell, the Board voted unanimously (5-0) to approve the claim of \$150 for tree replacement at 1388 Kings Vista Court.

MOTION: Upon motion by Director Daniels and second by Director Bergmann, the Board voted unanimously (5-0) to deny the vehicle accident claim by Mr. Okamoto and allow the District's insurance carrier to negotiate.

CORRESPONDENCE

The correspondence from North Tahoe Business Association thanking the District for its support of the North Shore Community Cleanup Day held on June 4th was reviewed.

GENERAL MANAGER/CEO COMMENTS

General Manager Schultz addressed a recent increase in contributions for participation in CalPERS, stating the District's contribution rate had not increased, and that payment of the increased percentage is the responsibility of plan participants.

BOARD OF DIRECTOR'S COMMENTS

President Lewis requested that a Board Workshop be scheduled for Base Facilities Planning. The Finance Committee requested that they meet prior to the workshop to discuss financing for the project. Tentative dates and times were set based on the availability of the Board members.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 11:25 a.m.

Marianne Potts
Board and Records Secretary

**MINUTES OF SPECIAL MEETING
OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT
BOARD OF DIRECTORS**

Friday, August 26, 2011 at 8:00 A.M.

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

Establish Quorum/Pledge of Allegiance

A Special Meeting of the North Tahoe Public Utility District Board of Directors was held on Friday, August 26, 2011 at the North Tahoe Event Center in Kings Beach, California. President Lewis called the meeting to order at 8:00 a.m. Present were Directors Mooney, Bergmann, Daniels, and President Lewis. Director Ferrell was not in attendance. A quorum was established. Director Daniels led the Pledge of Allegiance.

Also present were General Manager Schultz, Chief Financial Officer Marple, Administrative Analyst Rosenthal, Park and Facilities Manager Long, Executive Assistant Lefrancois, Construction Administrator Butterworth and Board Secretary Potts. Also present were Craig Hill of Northcross, Hill & Ach and Stu McMorrow of the North Tahoe Fire Protection District.

Public Forum

No members of the public were present to address the Board on items not listed on the agenda. Public Forum was closed at 8:05 a.m.

Authorize General Manager to Execute Agreement for Fuels Reduction in the North Tahoe Regional Park

Park and Facilities Manager Long and Firefighter Stu McMorrow addressed the Board regarding the Agreement for Fuels Reduction in the North Tahoe Regional Park. Mr. McMorrow explained that the Fire District was facilitating the work, but the District was the recipient of the grant from California Fire Safe Council (CFSC) in the amount of \$30,000. Park and Facilities Manager Long explained that the District will provide 50% matching funds up to \$15,000. Fire danger in the regional park, and cooperative work being completed on adjacent properties was discussed. If the full amount of the grant is not utilized for the current project in the park, the District may apply to the CFSC to amend the project in order to utilize the balance of available funding. Firefighter McMorrow thanked the District for its continued cooperation with fuels reduction efforts in the area.

MOTION: Motion was made by Director Daniels and seconded by Director Bergmann to authorize the General Manager to Execute an Agreement for Fuels Reduction with Advanced Forestry Services in the amount of \$33,525 for treatment of 31 acres in the North Tahoe Regional Park. The motion carried (4-0) with Director Ferrell absent.

Board Workshop

- 1. Financing Options for District Base Facilities**
- 2. Discussion**

President Lewis opened the Board Workshop for the District Base Facilities Project.

Chief Financial Officer Marple introduced financial advisor Craig Hill of Northcross Hill and Ach. He explained that he had been working with CFO Marple on financing options for the District Base Facilities Project.

Mr. Hill recapped the District's 2010 financing, and presented a market update showing current lending conditions, discussing private placement versus revenue bond issuance. He showed the Board that there was approximately a 1.1% difference between 10 year private placement and 30 year revenue bond issuance. For a loan of approximately 2.5 million, projected annual debt service would be \$315,000 for 10 year private placement versus \$200,000 for 30 year revenue bonds. He also explained the advantages and disadvantages of financing through private placement, traditional revenue bonds, and pool revenue bonds.

President Lewis asked the Finance Committee for comments.

Director Mooney advised the Board of possible financing issues with Proposition 218 limitations with the District's current rate structure, and the possibility of establishing higher Board designated minimum reserves.

Director Bergmann voiced concerns about the District's ability to remain on track for Capital Improvement Plan (CIP) Projects through 2017 due to the need to reprioritize projects annually, based on sewer or water main replacement requirements due to failure.

Director Daniels raised the option of obtaining funding by way of a 10 year note amortized over 30 years which could be refinanced in 10 years. Mr. Hill stated that this option creates the risk of higher interest rates in 10 years. Director Daniels stated that she would like to assess this risk and explore the option, as it was discussed that the loan could be paid off with District reserves in 10 years instead of refinancing if rates were not favorable. Mr. Hill stated that this option would be easily modeled, and offered that utilizing the District's reserves as a backup plan, the District might come out ahead. Another option would be for the District to borrow on a variable rate line of credit, currently at 1% with the risk being a maximum rate of 12%.

CFO Marple presented two slides showing that the District is now exceeding operating revenue (and projected property tax revenue) with its operating expenses. The information presented was based on 0% inflation and no increase in property tax revenue. He explained that in looking at the District's finances as a whole, special revenue streams improve this outlook. At its meeting prior to the Board Workshop, CFO Marple was directed by the Finance Committee to remove depreciation and add in principal debt payments to the expense side of the equation which improved the income vs. debt ratio substantially.

Director Daniels noted that the figures shown were not inclusive of the debt service for financing base facilities being considered at this workshop.

Director Mooney stated that although it had been predicted that property tax revenues would remain flat or decreased by 4% by Placer County CEO Tom Miller, that the District's property tax revenue had actually increased last year.

Director Bergmann stated to the Board that operating expenses being presented through 2025 showed no increase in labor costs.

President Lewis commented that he believed that operating expenses would remain flat, and stated that it was likely that some efficiencies would be gained by new base facilities.

Director Mooney stated that only giving consideration to labor increases which are predicted, the District's revenue rates need to increase. He proposed a scenario of saving any property tax revenue increases for a down payment on the base facilities project, and would like to save 25% of the total cost before moving forward, and advised that the increase in property tax revenues for 2010 and 2011 was \$147,000. Director Mooney also stated that although he wishes to take advantage of the current bidding market, he doesn't feel this is the right reason to move forward. He stated that he would not proceed with the project until operating costs no longer exceeded operating income.

President Lewis discussed the benefits of the current financing market and historically low interest rates, combined with the current low bidding market. He asked the Board to consider potentially increased costs for the facilities in a future market.

Water and Sewer Capital Improvement Plan (CIP) Projects were discussed, as well as current reserves providing funding for these projects.

President Lewis noted that current reserve amounts are at 10% of total budget. Mr. Hill stated that management and policies are of great importance as far as rating creditworthiness, and he recommends that Board designated reserve amounts are increased to 20% of the overall budget.

President Lewis closed the Board Workshop.

A copy of the materials presented to the Board at the workshop is included herein and made a part of these minutes.

Adjournment

There being no further business, the meeting was adjourned at 9:45 a.m.

Marianne J. Potts
Board & Records Secretary



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: September 13, 2011

ITEM: E-3

FROM: Planning and Engineering Department

SUBJECT: Peer Review of National Avenue Water Treatment Plant Programmable Logic Controller Bid Documents (# 1219)

RECOMMENDATION:

Authorize General Manager to Execute Professional Services Agreement with Kennedy/Jenks Consultants and authorize Task Order 001 for Peer Review of National Avenue Water Treatment Plant (NAWTP) Programmable Logic Controller (PLC) Bid Documents in the amount of \$15,000 (# 1219).

DISCUSSION:

In July the District contracted with Black and Veatch, Inc. to generate the bid documents required for the replacement of the NAWTP Main PLC. Because of the significance and complexity of this project, staff has decided that a peer review of the documents delivered by Black and Veatch is essential.

Staff requested a proposal from Kennedy/Jenks Consultants to review and comment on the bid documents provided by Black and Veatch on a time and materials basis in accordance with the attached Schedule of Charges dated January 1, 2011.

The Development and Planning Committee recommended approval at their August 26th meeting.

FISCAL ANALYSIS:

Sufficient funds for these services are included in the 2011/2012 budget, Water Construction Fund 39, for the requested amount not to exceed \$15,000. (PM# 1219)

ATTACHMENTS: Schedule of Charges

MOTION: Approve Staff Recommendation.

REVIEW TRACKING:

Submitted By: David T. Berry for: Approved By: Paul A. Schultz, P.E.
David T. Berry Systems and Mapping Coordinator Paul A. Schultz, P.E. General Manager/CEO

Reviewed By: Larry Marple
Larry Marple Chief Financial Officer

Client/Address: North Tahoe Public Utilities District
NORTH TAHOE PUBLIC UTILITY DISTRICT
875 NATIONAL AVENUE / PO BOX 139
TAHOE VISTA, CALIFORNIA 96148

Contract/Proposal Date: August 18, 2011

Schedule of Charges

January 1, 2011

Personnel Compensation

Classification	Hourly Rate
CAD-Technician	\$100
Designer-Senior Technician	\$130
Engineer-Scientist-Specialist 2	\$125
Engineer-Scientist-Specialist 3	\$145
Engineer-Scientist-Specialist 4	\$160
Engineer-Scientist-Specialist 5	\$175
Engineer-Scientist-Specialist 6	\$195
Engineer-Scientist-Specialist 7	\$220
Engineer-Scientist-Specialist 8	\$230
Engineer-Scientist-Specialist 9	\$235
Project Administrator	\$90
Administrative Assistant	\$75
Aide.....	\$60

In addition to the above Hourly Rates, a three percent Communications Surcharge will be added to Personnel Compensation for normal and incidental copies, communications and postage.

Direct Expenses

Reimbursement for direct expenses, as listed below, incurred in connection with the work, will be at cost plus ten percent for items such as:

- Maps, photographs, 3rd party reproductions, 3rd party printing, equipment rental, and special supplies related to the work.
- Consultants, soils engineers, surveyors, contractors, and other outside services.
- Rented vehicles, local public transportation and taxis, travel and subsistence.
- Project specific telecommunications and delivery charges.
- Special fees, insurance, permits, and licenses applicable to the work.
- Outside computer processing, computation, and proprietary programs purchased for the work.

Reimbursement for vehicles used in connection with the work will be at the federally approved mileage rates or at a negotiated monthly rate.

Reimbursement for use of computerized drafting systems (CAD), geographical information systems (GIS), and other specialized software and hardware will be at the rate of \$12 per hour.

Rates for professional staff for legal proceedings or as expert witnesses will be at rates one and one-half times the Hourly Rates specified above.

Excise and gross receipts taxes, if any, will be added as a direct expense.

The foregoing Schedule of Charges is incorporated into the agreement for the services provided, effective January 1, 2011 through December 31, 2011. After December 31, 2011, invoices will reflect the Schedule of Charges currently in effect.



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: September 13, 2011

ITEM: E-4

FROM: Planning and Engineering Department

SUBJECT: Task Order 002 for Kingswood 500 Tank and 120 Booster Demolition and Griff Creek Restoration (#1114)

RECOMMENDATION:

Authorize General Manager to Execute Task Order 002 with Nichols Consulting Engineers for Kingswood 500 Tank and 120 Booster Demolition and Griff Creek Restoration in the amount of \$50,085 (#1114).

DISCUSSION:

The District entered into a Professional Services Agreement with Nichols Consulting Engineers (NCE) in October 2010 for Engineering Design and Permitting for the Kingswood 500 Tank and 120 Booster Demolition and Griff Creek Restoration in the amount of \$69,915. During the initial design, NCE researched potential grant sources to help with the District's cost of this project. The District applied for a grant from the USFS Round 11 Southern Nevada Public Lands Management Act (SNPLMA). The USFS Round 11 SNPLMA matching funds have been awarded to the District in the amount of \$182,940.00 which can be applied to the Design, Planning, Permitting, Construction, and Construction Management of the restoration component of the project. The funds may not be used to cover the costs of demolition or removal of infrastructure, including the water storage tank and pump station. In addition to simply removing the tank and pump station with minimal restoration, the SNPLMA funds will allow the District to restore the project site to a more natural setting, more closely matching the site to the condition it was in prior to the installation of the infrastructure. The additional restoration will help eliminate residual signs of the removed infrastructure, provide additional revegetation and re-contour the site to help match adjacent topography. The funds will provide great benefit to the District, but come with grant requirements not originally included in the original project budget. The costs associated with these additional requirements were not included in NCE's original scope. An additional amount of \$50,085 will be needed for the additional design and permitting that is required under the grant. This additional amount does not include Bid Phase Services or Construction Management. The District will be reimbursed \$60,000 from the grant funds for this phase of the project.

The Development and Planning Committee recommended approval at their meeting on August 26, 2011.

FISCAL ANALYSIS:

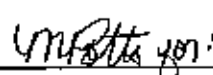
Sufficient funds are included in the adopted Fiscal Year 2010-2011 Budget.


ATTACHMENTS: Proposal from Nichols Consulting Engineers

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



NICHOLS CONSULTING ENGINEERS, Chtd.
Engineering and Environmental Services

1885 S Arlington Ave., Suite 111 • Reno, NV 89509 • 775.329.4955 • FAX 775.328.5098

September 8, 2011
File No.: A566.05.14

North Tahoe Public Utility District
Attn: Suzi Gibbons
875 National Avenue
P.O. Box 139
Tahoe Vista, CA 96148

RE: Revised Scope for Professional Services for Design, Planning and Permitting with the Inclusion of United States Forest Service (USFS) SNPLMA Lake Tahoe Erosion Control Grant Funds (Round 11) awarded for the Kingswood 500,000 Gallon Tank and Booster Pump Station Demolition and Site BMP project

Dear Ms. Gibbons:

Nichols Consulting Engineers (NCE) is pleased to present this revised scope to provide professional design, planning and permitting services related to the demolition of the existing Kingswood 500,000 gallon water tank and booster pump station and BMP Retrofit of the tank site and access road.

USFS Round 11 Southern Nevada Public Lands Management Act (SNPLMA) matching funds have been awarded to the District in the amount of \$182,940.00 which can be applied to the Design, Planning, Permitting, Construction and Construction Management of the restoration component of the project. The funds may not be used to cover the costs of demolition or removal of infrastructure, including the water storage tank and pump station.

In addition to simply removing the tank and pump station with minimal restoration, the SNPLMA funds will allow the District to restore the project site to a more natural setting, more closely matching the site to the condition it was in prior to the installation of the infrastructure. The additional restoration will help eliminate residual signs of the removed infrastructure, provide additional revegetation and re-contour the site to help match adjacent topography. The funds will provide great benefit to the District, but the funds do come with grant requirements not originally included in the original project budget. The costs associated with these additional requirements are included in this revised scope.

REVISED SCOPE OF SERVICES

Design and Permitting Services

Task 1: Design

Task 1A: Initial Data Gathering and Topographic Surveys

Initial Data Gathering - We will review existing plans and documentation related to the Griff Creek Tank and Booster Pump Station facilities to compare to field conditions. We will work with the District to identify utilities in the vicinity of the project and will make contact with all identified utility companies to obtain mapping and begin discussions relative to



abandonment or demolition.

Topographic Surveys - Our surveyors will set project control points based on State Plane Coordinates and NAVD 29. We will perform a topographic survey of the tank site and access road. All trees 4 inches and larger as well as structures and utility features will be tied. Field data will be reduced in the office and base mapping for design will be prepared. NCE will comply with California Prevailing Wage Laws in the performance of this work.

Revised Task 1A includes additional topographic survey to facilitate design of the removal of the fill bank along the northwest side of the tank and stream bank restoration as well as additional cut slope reduction.

Task 1B: Site Assessment and Preliminary Design

Initial Site Visit and Review of Existing Information - Our engineers and scientists will perform a site visit and field reconnaissance of the project area. The purpose of the site visit will be to familiarize the project team with the general topography, soils, vegetation, hydrology and morphology of the area. We will communicate with the District, Placer County and other agencies, as appropriate, to obtain any existing field studies, assessments, modeling or design for Griff Creek relevant to the proposed project. NCE will review and verify the validity of existing information, identify data gaps and document design opportunities and constraints.

Task 1C - Plans, Specifications, and Construction Cost Estimates (Alternatives Stage, 30%, 60%, 90%, and Bid Submittals)

NCE will prepare plans, specifications, and construction cost estimates (PS&E) for public bidding of the project. Design will be in conformance with USFS, TRPA, CDPH, Placer County, and District standards and requirements. NCE understands that existing tank coatings may include lead-based paint. Specifications will contain provisions for proper handling and disposal of such coatings. PS&E will be reviewed, stamped, and signed by a State of California Licensed Professional Civil Engineer.

Revised Task 1C includes following the Lake Tahoe Basin Stormwater Quality Improvement Committee (SWQIC) Project Delivery Process (PDP). This process includes Technical Advisory Committee reviews at the Alternatives Stage and 30%, 60% and 90% design levels. Full contract bid documents (PS&E) will be prepared for review by the TAC at the 90% and 100% (Bid) design completion stages.

Deliverables

- Five half-size and two full-size sets of plans, as well as electronic PDF files of plans, specifications, and cost estimates will be provided at the Alternatives Stage, 30%, 60%, 90% and 100% design stage.

Task 1 Assumptions:

1. Based on the limited nature of restoration work anticipated within the creek, a detailed hydrologic and hydraulic analysis should not be required. Should unforeseen project conditions or permitting requirements necessitate such work, we will provide a separate proposal to the District for those services.



Task 2: Regulatory Compliance and Permitting

Task 2A - Agency Consultations

The initial step in our regulatory compliance and permitting approach is to document all of the potential agencies who may have regulatory authority over the project and clearly identify the specific aspects of the project for which each agency will have jurisdiction. Another key aspect of our approach is ensuring that each regulatory agency has a single primary point of contact throughout the project. This minimizes the opportunity for miscommunication and ensures efficient participation with all identified regulators.

Initial informal consultations with key resource and regulatory agencies may include the Tahoe Regional Planning Agency (TRPA), U.S. Army Corps of Engineers (USACE), U.S. Fish and Wildlife Service (USFWS), Lahontan Regional Water Quality Control Board (Lahontan RWQCB), California Department of Fish and Game (CDFG), California Department of Public Health (CDPH), Placer County, United States Forest Service (USFS) and/or other agencies based on the scope of the project will be conducted. Agencies will be contacted via telephone and/or email. NCE will coordinate one (1) half day site visit (if needed) to introduce the project to key agencies. The purpose of the initial consultations are to identify key regulatory considerations and to determine the approval processes, regulatory requirements, review timelines, and permit applications. This task will also determine what federal, state, or regional restoration programs, credits, or banking the project may qualify for. NCE will prepare an Agency Consultation Summary to summarize our consultations, primary contacts, acquired information, and requirements for this project.

Deliverables:

- Agency Consultation Summary (1 electronic PDF version via email and 1 hard copy)

Task 2B - Research, Surveys, and Reporting

Based on NCE's experience and the information collected during Task 2A, we will perform the necessary background research, field surveys, and reporting to complete the required environmental documentation and permit applications for the project.

Background Research - NCE will review existing information associated with the project. Based on this review, we will conduct the required research related to botanical resources, wildlife resources, noxious species, cultural resources, geology and soils, hydrology and water quality, hazards and hazardous materials, transportation and traffic, noise, and scenic resources. NCE will perform a thorough search of applicable databases including the California Natural Diversity Database (CNDDB), California Native Plant Society Inventory, North Central Historic Database, and other relevant sources of resource data for the project area.

Field Surveys - Based on the determinations made in previous tasks, field surveys will be conducted to identify and map the resources of concern (may include biological, botanical, cultural, wetlands, geology and soils, hydrology and water quality, hazards and hazardous materials, transportation and traffic, noise, and scenic). Surveys will be conducted at the appropriate seasonal times as defined within current protocols from the respective resource agencies.

Reports and/or Assessments - NCE will prepare the required reports and/or assessments as determined in the previous tasks that are necessary to complete the environmental documentation and permits. Reports and/or assessments that may be required for this project include Botanical Baseline Assessment, Wildlife Baseline Assessment, Noxious



Weed Assessment, and Cultural Resources Report.

Deliverables:

Reports and/or Assessments (Draft and Final Versions – 1 electronic PDF version, 1 CD with all files, and 2 hard copies)

Task 2C - CEQA Document and Public Outreach

Based on the current project understanding, NCE will prepare an Administrative Draft, Public Draft, and Final CEQA Negative Declaration or Mitigated Negative Declaration document for the proposed project. The CEQA document will include the Declaration, Initial Study, CEQA Checklist, Mitigation Monitoring and Reporting Program, and all supporting reports and documents. NCE will also prepare one (1) Response to Comments document for the Administrative Draft and Public Draft documents. NCE will prepare and mail the Notice of Availability and Intent to Adopt (public notice letter and map). NCE will prepare and submit the Notice of Completion and Notice of Determination. NCE will prepare one (1) presentation to meet project and CEQA notification requirements and present it at a District Board Meeting (public meeting) during the CEQA public review period. NCE may attend up to three (3) meetings with individual property owners or stakeholders as needed.

Deliverables:

- CEQA Document
 - Administrative Draft (1 electronic PDF version, 1 CD with all files, and 3 hard copies)
 - Public Draft (1 electronic PDF version, 1 CD with all files, and 30 hard copies)
 - Final (1 electronic PDF version, 1 CD with all files, and 3 hard copies)
- Response to Comments
 - To Administrative Draft
 - To Public Draft
- Notice of Completion
- Notice of Availability and Intent to Adopt (Public Notice Letter and Map)
- Notice of Determination
- Public Meeting Presentation

Task 2D - NEPA Categorical Exclusion Document

NCE will prepare and submit a NEPA Categorical Exclusion Document to the United States Forest Service – Lake Tahoe Basin Management Unit (USFS-LTBMU). NCE will perform the required background research, investigations, field surveys, and data analysis necessary to comply with NEPA and associated USFS-LTBMU requirements.

The NEPA Document will include a Project Description, Project Maps, Project Design, Scoping Summary Report, Cultural Resources Determination of Needs Letter – Needs Assessment (and Cultural Resources Report, if determined necessary), Botanical Baseline Assessment, Wildlife Baseline Assessment, Noxious Weed Risk Assessment, and TRPA Approval Confirmation. The information developed in these baseline studies will serve as the foundation for NEPA Categorical Exclusion and permitting associated with the preferred alternative.

The Cultural Resources Determination of Needs Letter – Needs Assessment, Botanical Baseline Assessment, Wildlife Baseline Assessment, and Noxious Weed Risk Assessment will be prepared for inclusion in the Baseline Report for review and comments from the



USFS-LTBMU and TRPA. The USFS-LTBMU and/or TRPA may require additional field surveys and/or analysis based on their review of the Draft Assessments.

NCE will prepare and submit the Draft NEPA Document to the USFS-LTBMU for review and comment. The USFS-LTBMU will review and provide comments to NCE and the District. NCE will incorporate USFS-LTBMU comments, provide additional information as required by the USFS-LTBMU, produce a Response to Comments Document, and submit the Final NEPA Document to the USFS-LTBMU. NCE will conduct all necessary correspondence with the USFS-LTBMU to ensure timely review and final approval of the NEPA Document.

Deliverables:

1. Draft Baseline Assessments
 - a. Supporting graphics provided in hard copy and digital format compatible with the County GIS system
2. Draft NEPA Document
3. Response to Comments Document
4. Final NEPA Document

Task 2E - Permits and/or Approvals

NCE will prepare and submit required permit applications and submittals (as determined in previous tasks). NCE will be the primary point of contact for all permitting agencies. The Agency Consultation Summary will be used to track the status of permits and approvals throughout the duration of the project.

The scope assumes that the following permits and/or approvals will be required:

- Tahoe Regional Planning Agency (TRPA)
 - TRPA Site Assessment Approval (including Land Capability Verification)
 - TRPA Banking of Coverage Approval
 - TRPA BMP Retrofit Program Approval
- USACOE 404 Permit
- Lahontan RWQCB 401 Water Quality Certification
- CA Fish & Game 1600 Streambed Alteration Agreement
- California Department of Public Health (CDPH)
 - Permit Amendment
- Placer County
 - County Review and Grading Exemptions

Deliverables:

- Draft and Final Versions of the Following Permits and/or Approvals (1 electronic PDF version, 1 CD with all files, and 2 hard copies):
 - Tahoe Regional Planning Agency (TRPA)
 - TRPA Site Assessment Approval (including Land Capability Verification)
 - TRPA Banking of Coverage Approval
 - TRPA BMP Retrofit Program Approval
 - California Department of Public Health (CDPH)
 - Permit Amendment
 - Placer County
 - County Review and Grading Exemptions



Task 2 Assumptions:

2. During Task 2A, agencies may require that the District meet additional requirements beyond this scope. A separate scope and cost estimate can be provided upon the District's request to conduct additional regulatory compliance and permitting.
3. Assumes only consultations regarding the potential for federal, state, or local restoration programs, credits, or banking. A separate scope and cost estimate can be provided upon District's request if the District decides to pursue federal, state, or local restoration programs, credits, or banking.
4. Assumes a Waters of the U.S. Report will not be required. A separate scope and cost estimate can be provided upon District's request if Waters of the U.S. Report is required in the future.
5. Permits assume one (1) In person and up to three (3) phone call meetings up to one (1) hour in length with each permitting agency identified.
6. Permit fees will be paid by the District and are not included in this cost estimate.
7. Assumes that project will be covered under General Permit 16.
8. Production of up to three hard copies of each document or permit submitted to the District and/or regulatory agencies.

Task 3: Planning

The revised scope includes the addition of Planning services. The project will need to follow the Lake Tahoe Basin Stormwater Quality Improvement Committee (SWQIC) Project Delivery Process (PDP), including Technical Advisory Committee reviews at the Alternatives stage and 30%, 60%, and 90% design levels. NCE will coordinate and lead meetings at each of these review stages and prepare meeting agendas and minutes.

Deliverables:

- Meeting Agenda (1 electronic PDF version)
- Meeting Summary

ESTIMATED FEE

We propose to provide our services on a time and expense basis in accordance with the terms of our current agreement with the District. We have been previously authorized a fee amount not to exceed \$69,915.00 under Task Order 001 dated October 29, 2010. We estimate that additional professional fees to be authorized under Task Order 002 that are necessary to complete the project using SNPLMA grant funds will not exceed \$50,085.00. We anticipate that our total fees for the revised scope of services outlined above will not exceed \$120,000.00. We have enclosed detailed estimates of projected staff hours for the project to establish a basis for our estimated fees. Actual hours and fees may vary between tasks as the project progresses. We will notify you immediately of any issue that would impact our estimate and will not perform work in excess of this estimate without your authorization.

It is our understanding that the District will pay directly all application, permit, review, and other fees that may be required.

The SNPLMA Grant will reimburse the District for 50% of fees for professional services related to design, planning, permitting, bidding and construction. We have not included bidding or construction services in this proposal as requested by the Development and Planning Committee but will be happy to provide a proposal for those services at a future date.



SCHEDULE

We have started work based on the original scope of the project. We are prepared to immediately incorporate the additional work associated with the revised scope and anticipate the following schedule:

Surveying and Mapping:	August/September 2011
NEPA/CEQA Compliance:	August 2011 - October 2012
Stakeholder & Public Participation:	May 2012 - December 2012
Preliminary Design (30%):	September 2011 – March 2012
60% Design:	April 2012 – July 2012
100% PS&E:	August 2012 – December 2012
Regulatory Compliance & Permitting:	August 2011 – December 2012
Planning:	August 2011 – December 2012

We look forward to assisting the District with this work.

Sincerely,
NICHOLS CONSULTING ENGINEERS, Chtd

Christian Heinbaugh, P.E.
Project Manager

Jack Norberg, P.E.
Principal



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: September 13, 2011

ITEM: E-5

FROM: Planning and Engineering Department

SUBJECT: Line Extension Agreement for Natural Gas Service to Secline Sewer Pump Station (#1021-SPSR)

RECOMMENDATION:

Authorize General Manager to Execute Line Extension Agreement for Natural Gas Service to Secline Sewer Pump Station with Southwest Gas Corporation in the amount of \$15,371.69 (#1021-SPSR).

DISCUSSION:

In order to provide natural gas service for the Secline sewer pump station emergency generator, Southwest Gas Corporation will need to extend their gas main from Brockway Vista Avenue to the Secline property and install a gas meter. In order to perform the work and turn over ownership and operation to the gas company, Southwest Gas Corporation requires that the District execute a Line Extension Agreement and pay an advance of \$15,371.69.

FISCAL ANALYSIS:

Sufficient funds are included in the adopted Fiscal Year 2011-2012 Budget.

ATTACHMENTS: Southwest Gas Corporation Line Extension Agreement

MOTION: Approve Staff Recommendation

REVIEW TRACKING:

Submitted By: *Suzi Gibbons*
Suzi Gibbons
Contracts and Planning Coordinator

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

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



SOUTHWEST GAS CORPORATION
GAS MAIN EXTENSION AGREEMENT (CALIFORNIA)

FEC NO. <u>141-2010</u>
NO. OF PARTICIPANTS <u>1</u> OF <u>1</u>
WR/WO NO. <u>1359811</u>
CASH REPORT NO. _____
REVISION NO. _____

1. Parties; Incorporation of Rule No. 15; Amendment; Assignment.

1.1 This is a Gas Main Extension Agreement ("Agreement"), dated July 20, 2011, between Southwest Gas Corporation ("Southwest") and North Tahoe Public Utility District ("Applicant") at mailing address PO Box 139, Tahoe Vista, CA 96148.

1.2 The provisions of Rule No. 15 of Southwest's California Gas Tariff ("Rule No. 15") on file with the California Public Utilities Commission ("Commission") are hereby incorporated into this Agreement. A copy of Rule No. 15 is Appendix A to this Agreement.

1.3 This Agreement may be amended only by an instrument in writing executed by all of the parties to this Agreement. Applicant may assign this Agreement and any of Applicant's rights under this Agreement only with Southwest's prior written consent.

2. Service Location; Sketch of Requested Extension.

Applicant requests Southwest to install a gas main extension ("Extension") to the following location: Seeline Pump Station. Appendix B to this Agreement is a sketch of the Extension to be installed.

3. Utilization of Gas Service.

3.1 Gas service to be provided through the Extension is intended to be used for the following purpose(s) (indicate residential, commercial, industrial, and/or other purposes as appropriate): Commercial

3.2 Southwest Trench Applicant Trench Gas-only Trench Joint Trench

3.3 Appliances/Equipment to be installed and utilized, and the basis for any allowance, are as follows:

Appliance/Equipment	Therms/Year	Allowance
N/A		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

4. Southwest's Total Installed Cost.

Southwest's total installed cost of the Extension is \$ 14,854.87.

5. Non-refundable Discount Option.

Applicant does or does not opt for the non-refundable discount option, under which Applicant would contribute (on a non-refundable basis) fifty percent (50%) of the advance.

6. Applicant Design Option.

Applicant does or does not opt for the Applicant Design Option contemplated in Rule No. 15.

7. Applicant Installation Option.

Applicant does or does not opt for the Applicant Installation Option contemplated in Rule No. 15.

8. Payment of Advance.

Applicant shall pay to Southwest, at least 20 days prior to the estimated commencement of construction date of September 15, 2011, an advance, which is Southwest's total installed cost of the Extension less any allowance and less any credit to which Applicant may be entitled by virtue of any Applicant contributions (e.g., in-kind services). Each Applicant advance and contribution shall include a tax component based on the multiplier for the Income Tax Component of Contributions and Advances set forth in the Preliminary Statements of Southwest's California Gas Tariff.

Refundable Advance		50% Non-Refundable Advance	
Total Cost	\$ <u>14,854.87</u>	Total Cost	\$ _____
Contribution	<u>(0.00)</u>	Contribution	_____
Allowance	<u>(752.40)</u>	Allowance	_____
Advance Required	<u>14,102.47</u>	Advance Required	_____
ITCC Tax	<u>1,269.22</u>	50% Discount	_____
Total Due	\$ <u>15,371.69</u>	ITCC Tax	_____
Refundable	\$ <u>15,371.69</u>	Non-Refundable Total	\$ _____

9. Postponement.

In the event Southwest postpones all or any portion of an advance, Applicant shall pay to Southwest immediately at the end of the postponement period all postponed amounts less any refund amount(s) to which Applicant is then entitled.

Amount: \$ N/A . End of Period: _____

10. Refund.

Southwest will refund to Applicant, without interest, the amount of any refundable advance stated in Paragraph 8 of this Agreement in accordance with the refund provisions of Rule No. 15.

11. Payment Adjustment; Unsupported Extension Cost.

Applicant may be required to pay to Southwest additional amounts (including any required tax components) in accordance with the Payment Adjustment and Unsupported Extension Cost provisions of Rule No. 15.

12. Ownership; Easements.

12.1 The gas distribution facilities ("Subject Facilities") will at all times be owned by Southwest.

12.2 If Applicant is the property owner, Applicant agrees: (1) to grant or otherwise provide to Southwest, without cost to Southwest, easements and rights-of-way which are adequate, in the opinion of Southwest, for the location, installation operation, maintenance, and removal of the Subject Facilities and (2) that no permanent obstructions will be placed over Southwest's Subject Facilities and further agrees to be responsible for any and all costs associated with removing any permanent obstructions that are placed over Southwest's Subject Facilities.

12.3 If Applicant is NOT the property owner, Applicant hereby agrees: (1) to provide written permission from the property owner(s) allowing Applicant to apply for the Subject Facilities and (2) to secure property owner(s) agreement to Section 12.2 above granting Southwest such easement and right-of-way as necessary for the provision of natural gas service.

13. California Law; Regulatory Jurisdiction.

The laws of the state of California govern the interpretation and enforcement of this Agreement. Further, this Agreement is subject to the jurisdiction of the Commission, and the Rules of Southwest on file with the Commission (to the extent they are applicable and as they may be modified from time to time) are a part of this Agreement.

14. Acknowledgment of Receipt of Copy of Agreement.

Applicant hereby acknowledges receipt of a copy of this Agreement.

15. Additional Terms and Conditions.

Applicant

North Tahoe Public Utility District

By (please print) _____

Title _____

Signature _____

Southwest Gas Corporation

By (please print) Mark Robbins

Title Service Planning Manager

Signature _____



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: September 13th, 2011

ITEM: F-1a

FROM: Management Services Department

SUBJECT: CFO Monthly Financial Report for the 1 month ended July 31st, 2011

DISCUSSION:

Monthly Financial Highlights for July 2011. The following monthly financial reports provide the current status of the North Tahoe Public Utility District's Adopted Budget for Fiscal Year 2011-2012.

This month's report reflects revenues and expenses for the month of July 2011. For comparison, the Year to Date budget for the month equals 1/12 of a year or 8.33%.

- It should be noted that in total, the District is within the adopted budget.
- **All Funds** –In total, Expenses are within budget. The Expense Total as shown amounts to 6.84% of the adopted budget or \$953,749 of \$13,943,306. Included in that amount is Capital Outlay which accounts for 9.27% of the Year to Date "Expense" amount. Utilities are \$13,834.61 over budget or 30%. Other Op Expenses are also over budget by 14% or \$14,092.
- **Fund 11 – Administration:** Total Expenses are within budget
- **Fund 14 – Fleet:** All Account Type expenses are within their respective budgets.
- **Fund 18 – Buildings and Facilities:** All Account Type expenses are within their respective budgets.
- **All Sewer Funds:** This report includes the Sewer Operations Fund, the Sewer Reserve Fund, the Sewer System Replacement Fund, and the Sewer Construction Fund. Total Expense is under budget. If Capital Outlay is subtracted from the equation, the remaining expenses exceed the year to date budget by \$10,576 or 2%. Outside Services/Contractual and Utilities are over budget. The most significant overage is in Outside Services/Contractual due to a large payment to Heavy Equipment Inc., which was included in the annual 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. Total Expense is over budget by 3% due to Outside Services/Contractual, Utilities and Other Operating Expenses being over budget. Utilities are over budget primarily due to Electricity expense.
- **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. Total Expenses of \$193,299.65 are over the year to date budget of \$160,795 but within the annual budget. Revenues exceed expenses by \$3,701.
- **Fund 43: Depts 4300 - 4355:** A subset of the All Recreation & Parks report, this group of departments includes the Regional Park, The Little League Field, the Elementary School yard, the Firestone Property and Park Operations. Expenses

exceeded Revenues by \$65,699. All Account Types are within their respective year to date budgets.

- **Fund 43; Depts 4390 & 4600 Boat Ramps:** Expenses exceeded Revenues by \$8,196.
- **Fund 51-5100 Event Center:** Revenues exceeded Expenses by \$30,500 for July. The Total Expense amount of \$17,597 is under budget.
- **Fund 71-7100 KBSRA:** Revenues exceeded expenses by \$53,981.
- **Capital Outlay:** The District has spent \$88,370 of an available budget of \$10,744,364, which includes \$7,103,314 of prior year budget carryovers along with \$3,641,050 from the current year budget [including budget adjustments].

ATTACHMENTS: Financial Reports for July 2011

REVIEW TRACKING:

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

General Ledger Board Rpt - All Funds

User: larry
 Printed: 09/09/2011 - 2:17 P
 Periods: 01-01
 Fiscal Year: 2012
 JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
Account Type: R1	Operating Revenue	6,242,022.00	639,714.54	639,714.54	5,602,307.46	10.24
Account Type: R2	Non-Operating Revenue	4,163,521.00	322,755.07	322,755.07	3,840,765.93	7.75
	Revenue	10,405,543.00	962,469.61	962,469.61	9,443,073.39	9.25
Account Type: E01	Cost of Sales Expense	(1,850.00)	(1,146.66)	(1,146.66)	(703.34)	61.98
Account Type: E02	Salaries and Wages	(3,228,468.00)	(250,069.41)	(250,069.41)	(2,978,398.59)	7.74
Account Type: E03	Employee Benefits	(1,922,627.00)	(161,049.41)	(161,049.41)	(1,761,577.59)	8.37
Account Type: E05	Outside Services/Contractual	(1,210,770.00)	(96,827.90)	(96,827.90)	(1,113,942.10)	7.99
Account Type: E06	Utilities	(567,470.00)	(61,123.30)	(61,123.30)	(506,346.70)	10.77
Account Type: E07	Other Operating Expenses	(1,231,905.00)	(116,750.87)	(116,750.87)	(1,115,154.13)	9.47
Account Type: E08	Administration-Buildings-Fleet	0.00	(0.00)	(0.00)	0.00	0
Account Type: E09	Debt Service	(70,166.23)	(5,662.49)	(5,662.49)	(64,503.74)	8.07
Account Type: E10	Transfers	0.00	0.00	0.00	0.00	0
Account Type: B11	Other Non Op Expenses	(79,000.00)	(6,914.99)	(6,914.99)	(72,085.01)	8.75
Account Type: B12	Capital Outlay	(3,641,050.00)	(88,370.31)	(88,370.31)	(3,552,679.69)	2.42
Account Type: B13	Depreciation Expense	(1,990,000.00)	(165,833.34)	(165,833.34)	(1,824,166.66)	8.33
		(13,943,306.23)	(933,748.68)	(933,748.68)	(12,989,557.55)	6.84
Revenue Total:		10,405,543.00	962,469.61	962,469.61	9,443,073.39	9.25
Expense Total:		(13,943,306.23)	(933,748.68)	(933,748.68)	(12,989,557.55)	6.84
Report Totals:		(3,537,763.23)	8,720.93	8,720.93	(3,546,484.16)	(0.00)

General Ledger

Board Rpt - Fd 11 G&A

User: larry
 Printed: 09/09/2011 - 8:35 A
 Periods: 01-01
 Fiscal Year: 2012
 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	3,305,412.00	276,265.65	276,265.65	3,029,146.35	275,451.00
Account Type: R2	Non-Operating Revenue	2,800.00	24.84	24.84	2,775.16	233.33
	Revenue	3,308,212.00	276,290.49	276,290.49	3,031,921.51	275,684.33
Account Type: E02	Salaries and Wages	(1,141,627.00)	(82,517.89)	(82,517.89)	(1,059,109.11)	(95,135.58)
Account Type: E03	Employee Benefits	(737,970.00)	(61,960.52)	(61,960.52)	(676,009.48)	(61,497.50)
Account Type: E05	Outside Services/Contractual	(653,720.00)	(41,395.54)	(41,395.54)	(612,324.46)	(54,476.66)
Account Type: E06	Utilities	(30,500.00)	(1,348.26)	(1,348.26)	(29,151.74)	(2,541.66)
Account Type: E07	Other Operating Expenses	(498,407.00)	(54,447.22)	(54,447.22)	(443,959.78)	(41,533.91)
Account Type: E08	Administration-Buildings-Fleet	(155,688.00)	(12,974.00)	(12,974.00)	(142,714.00)	(12,974.00)
Account Type: E11	Other Non Op Expenses	(37,500.00)	(2,192.99)	(2,192.99)	(35,307.01)	(3,125.00)
Account Type: E12	Capital Outlay Expense	(52,800.00)	(1,025.00)	(1,025.00)	(51,775.00)	(4,400.00)
		(3,308,212.00)	(257,861.42)	(257,861.42)	(3,050,350.58)	(275,684.33)
	Revenue Total:	3,308,212.00	276,290.49	276,290.49	3,031,921.51	275,684.33
	Expense Total:	(3,308,212.00)	(257,861.42)	(257,861.42)	(3,050,350.58)	(275,684.33)
	Report Totals:	0.00	18,429.07	18,429.07	(18,429.07)	0.00

General Ledger

Board Rpt - Fd 14 Fleet

User: larry
 Printed: 09/09/2011 - 8:37 A
 Periods: 01-01
 Fiscal Year: 2012
 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	547,700.00	45,641.66	45,641.66	502,058.34	8.33
	Revenue	547,700.00	45,641.66	45,641.66	502,058.34	8.33
Account Type: E02	Salaries and Wages	(118,113.00)	(3,832.51)	(3,832.51)	(114,280.49)	3.24
Account Type: E03	Employee Benefits	(79,014.00)	(4,982.73)	(4,982.73)	(74,031.27)	6.30
Account Type: E05	Outside Services/Contractual	(9,175.00)	(231.70)	(231.70)	(8,943.30)	2.52
Account Type: E06	Utilities	(250.00)	0.00	0.00	(250.00)	0.00
Account Type: E07	Other Operating Expenses	(182,880.00)	(13,934.63)	(13,934.63)	(168,945.37)	7.62
Account Type: E12	Capital Outlay	(134,000.00)	0.00	0.00	(134,000.00)	0.00
	Expense	(523,432.00)	(22,981.57)	(22,981.57)	(500,450.43)	4.39
	Revenue Total:	547,700.00	45,641.66	45,641.66	502,058.34	8.33
	Expense Total:	(523,432.00)	(22,981.57)	(22,981.57)	(500,450.43)	4.39
	Report Totals:	24,268.00	22,660.09	22,660.09	1,607.91	0.00

General Ledger

Board Rpt - Fd 18 Facilit

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Periods: 01-01

Fiscal Year: 2012

JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
18	Buildings and Facilities					
	Revenue					
Account Type: R1	Operating Revenue	505,540.00	42,128.34	42,128.34	463,411.66	8.33
	Revenue	505,540.00	42,128.34	42,128.34	463,411.66	8.33
	Expense					
Account Type: E02	Salaries and Wages	(40,043.00)	(2,145.37)	(2,145.37)	(37,897.63)	5.35
Account Type: E03	Employee Benefits	(25,097.00)	(1,773.63)	(1,773.63)	(23,323.37)	7.06
Account Type: E05	Outside Services/Contractual	(56,600.00)	(971.00)	(971.00)	(55,629.00)	1.71
Account Type: E06	Utilities	(77,500.00)	(5,005.56)	(5,005.56)	(72,494.44)	6.45
Account Type: E07	Other Operating Expenses	(30,300.00)	(345.39)	(345.39)	(29,954.61)	1.14
Account Type: E08	Administration-Buildings-Fleet	(26,000.00)	(2,166.67)	(2,166.67)	(23,833.33)	8.33
Account Type: E12	Capital Outlay	(250,000.00)	0.00	0.00	(250,000.00)	0.00
	Expense	(505,540.00)	(12,407.62)	(12,407.62)	(493,132.38)	2.45
	Revenue Total:	505,540.00	42,128.34	42,128.34	463,411.66	8.33
	Expense Total:	(505,540.00)	(12,407.62)	(12,407.62)	(493,132.38)	2.45
	Report Totals:	0.00	29,720.72	29,720.72	(29,720.72)	0.00

General Ledger

Board Rpt - All Sewer

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Periods: 01-01

Fiscal Year: 2012

JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
Account Type: R1	Operating Revenue	1,498,170.00	123,991.50	123,991.50	1,374,178.50	8.27
Account Type: R2	Non-Operating Revenue	3,310,000.00	278,980.23	278,980.23	3,031,019.77	8.42
	Revenue	4,808,170.00	402,971.73	402,971.73	4,405,198.27	8.38
Account Type: E02	Salaries and Wages	(862,992.00)	(84,508.82)	(84,508.82)	(778,483.18)	9.79
Account Type: E03	Employee Benefits	(475,479.00)	(44,173.33)	(44,173.33)	(431,305.67)	9.29
Account Type: E05	Outside Services/Contractual	(108,625.00)	(19,791.43)	(19,791.43)	(88,833.57)	18.22
Account Type: E06	Utilities	(159,000.00)	(16,652.92)	(16,652.92)	(142,347.08)	10.47
Account Type: E07	Other Operating Expenses	(292,250.00)	(3,829.50)	(3,829.50)	(288,420.50)	1.31
Account Type: E08	Administration-Buildings-Fleet	(3,008,434.00)	(250,702.84)	(250,702.84)	(2,757,731.16)	8.33
Account Type: E09	Debt Service	(6,908.73)	(391.03)	(391.03)	(6,517.70)	5.66
Account Type: E10	Transfers	0.00	0.00	0.00	0.00	0
Account Type: E11	Other Non Op Expenses	(60,000.00)	(5,000.00)	(5,000.00)	(55,000.00)	8.33
Account Type: E12	Capital Outlay	(2,335,000.00)	(289.54)	(289.54)	(2,334,710.46)	0.01
Account Type: E13	Depreciation	(890,000.00)	(74,166.67)	(74,166.67)	(815,833.33)	8.33
	Expense	(8,198,688.73)	(499,506.08)	(499,506.08)	(7,699,182.65)	6.09
	Revenue Total:	4,808,170.00	402,971.73	402,971.73	4,405,198.27	8.58
	Expense Total:	(8,198,688.73)	(499,506.08)	(499,506.08)	(7,699,182.65)	6.09
	Report Totals:	(3,390,518.73)	(96,534.35)	(96,534.35)	(3,293,984.38)	0.00

General Ledger

Board Rpt - All Water

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 Periods: 01-01
 Fiscal Year: 2012
 JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
Account Type: R1	Operating Revenue	3,906,264.00	362,223.72	362,223.72	3,544,040.28	325,522.00
Account Type: R2	Non-Operating Revenue	295,721.00	0.00	0.00	295,721.00	24,643.41
	Revenue	4,201,985.00	362,223.72	362,223.72	3,839,761.28	350,165.41
Account Type: E02	Salaries and Wages	(554,552.00)	(21,366.40)	(21,366.40)	(533,185.60)	(46,212.66)
Account Type: E03	Employee Benefits	(304,418.00)	(19,760.34)	(19,760.34)	(284,657.66)	(25,368.16)
Account Type: E05	Outside Services/Contractual	(155,000.00)	(21,032.48)	(21,032.48)	(133,967.52)	(12,916.66)
Account Type: E06	Utilities	(158,720.00)	(19,999.94)	(19,999.94)	(138,720.06)	(13,226.66)
Account Type: E07	Other Operating Expenses	(210,080.00)	(40,017.30)	(40,017.30)	(170,062.70)	(17,506.66)
Account Type: E08	Administration-Buildings-Fleet	(926,529.00)	(77,210.74)	(77,210.74)	(849,318.26)	(77,210.75)
Account Type: E09	Debt Service	(63,257.50)	(5,271.46)	(5,271.46)	(57,986.04)	(5,271.45)
Account Type: E10	Transfers	0.00	0.00	0.00	0.00	0.00
Account Type: E12	Capital Outlay	(869,250.00)	(74,821.00)	(74,821.00)	(794,429.00)	(72,437.50)
Account Type: E13	Depreciation	(650,000.00)	(54,166.67)	(54,166.67)	(595,833.33)	(54,166.66)
	Expense	(3,891,806.50)	(333,646.33)	(333,646.33)	(3,558,160.17)	(324,317.20)
	Revenue Total:	4,201,985.00	362,223.72	362,223.72	3,839,761.28	350,165.41
	Expense Total:	(3,891,806.50)	(333,646.33)	(333,646.33)	(3,558,160.17)	(324,317.20)
	Report Totals:	310,178.50	28,577.39	28,577.39	281,601.11	25,848.20

General Ledger

Board Rpt - All Rec & Pk

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 Periods: 01-01
 Fiscal Year: 2012
 JE Number: 0000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted	Amount Expended
Account Type: R1	Operating Revenue	892,850.00	153,250.99	153,250.99	739,599.01	74,404.16
Account Type: R2	Non-Operating Revenue	555,000.00	43,750.00	43,750.00	511,250.00	46,250.00
	Revenue	1,447,850.00	197,000.99	197,000.99	1,250,849.01	120,654.16
Account Type: E01	Cost of Sales Expense	(1,850.00)	(1,146.66)	(1,146.66)	(703.34)	(154.16)
Account Type: E02	Salaries and Wages	(511,141.00)	(55,698.42)	(55,698.42)	(455,442.58)	(42,595.08)
Account Type: E03	Employee Benefits	(300,649.00)	(28,398.86)	(28,398.86)	(272,250.14)	(25,054.08)
Account Type: E05	Outside Services/Contractual	(227,650.00)	(13,405.75)	(13,405.75)	(214,244.25)	(18,970.83)
Account Type: E06	Utilities	(141,500.00)	(18,116.62)	(18,116.62)	(123,383.38)	(11,791.66)
Account Type: E07	Other Operating Expenses	(129,350.00)	(10,340.82)	(10,340.82)	(119,009.18)	(10,779.16)
Account Type: E08	Administration-Buildings-Fleet	(165,901.00)	(15,991.75)	(15,991.75)	(149,909.25)	(13,825.08)
Account Type: E10	Transfers	0.00	0.00	0.00	0.00	0.00
Account Type: E11	Other Non Op Expenses	(1,500.00)	(466.00)	(466.00)	(1,034.00)	(125.00)
Account Type: E12	Capital Outlay	0.00	(12,234.77)	(12,234.77)	12,234.77	0.00
Account Type: E13	Depreciation	(450,000.00)	(37,500.00)	(37,500.00)	(412,500.00)	(37,500.00)
	Expense	(1,929,541.00)	(193,299.65)	(193,299.65)	(1,736,241.35)	(160,795.08)
	Revenue Total:	1,447,850.00	197,000.99	197,000.99	1,250,849.01	120,654.16
	Expense Total:	(1,929,541.00)	(193,299.65)	(193,299.65)	(1,736,241.35)	(160,795.08)
	Report Totals:	(481,691.00)	3,701.34	3,701.34	(485,392.34)	(40,140.91)

General Ledger

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 Periods: 01-01
 Fiscal Year: 2012
 JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	YTD Expended
43	Parks Department					
Account Type: R1	Operating Revenue	63,900.00	8,076.47	8,076.47	55,823.53	5,325.00
Account Type: R2	Non-Operating Revenue	30,000.00	0.00	0.00	30,000.00	2,500.00
	Revenue	93,900.00	8,076.47	8,076.47	85,823.53	7,825.00
Account Type: E02	Salaries and Wages	(505,365.00)	(29,263.40)	(29,263.40)	(476,101.60)	(42,113.75)
Account Type: E03	Employee Benefits	(287,889.00)	(11,547.22)	(11,547.22)	(276,341.78)	(23,990.75)
Account Type: E05	Outside Services/Contractual	(143,800.00)	(11,128.28)	(11,128.28)	(132,671.72)	(11,983.33)
Account Type: E06	Utilities	(45,200.00)	(3,269.34)	(3,269.34)	(41,930.66)	(3,766.66)
Account Type: E07	Other Operating Expenses	(69,250.00)	(4,742.04)	(4,742.04)	(64,507.96)	(5,770.83)
Account Type: E08	Administration-Buildings-Elect	(165,901.00)	(13,825.08)	(13,825.08)	(152,075.92)	(15,825.08)
	Expense	(1,217,405.00)	(73,775.36)	(73,775.36)	(1,143,629.64)	(101,450.41)
	Revenue Total:	93,900.00	8,076.47	8,076.47	85,823.53	7,825.00
	Expense Total:	(1,217,405.00)	(73,775.36)	(73,775.36)	(1,143,629.64)	(101,450.41)
	Report Totals:	(1,123,505.00)	(65,698.89)	(65,698.89)	(1,057,806.11)	(93,625.41)

General Ledger

Fd 43-4390 & 4600 Boat Rmp

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Periods: 01-01

Fiscal Year: 2012

JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
43	Parks Department					
Account Type: R1	Operating Revenue	80,062.00	19,551.56	19,551.56	60,510.44	24.42
	Revenue	80,062.00	19,551.56	19,551.56	60,510.44	24.42
Account Type: E02	Salaries and Wages	324,750.00	(6,027.19)	(6,027.19)	330,777.19	27,062.50
Account Type: E03	Employee Benefits	189,353.00	(1,827.14)	(1,827.14)	191,180.14	15,779.41
Account Type: E05	Outside Services/Contractual	(1,250.00)	0.00	0.00	(1,250.00)	(1,04.16)
Account Type: E06	Utilities	(16,300.00)	(3,021.61)	(3,021.61)	(13,278.39)	(1,358.33)
Account Type: E07	Other Operating Expenses	(8,300.00)	(479.32)	(479.32)	(7,820.68)	(691.66)
	Expense	488,253.00	(11,355.26)	(11,355.26)	499,608.26	40,687.75
	Revenue Total:	80,062.00	19,551.56	19,551.56	60,510.44	24.42
	Expense Total:	488,253.00	(11,355.26)	(11,355.26)	499,608.26	(2.32)
	Report Totals:	568,315.00	8,196.30	8,196.30	560,118.70	47,359.58
						0.00

General Ledger Board Rpt - Event Ctr

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 Periods: 01-01
 Fiscal Year: 2012
 JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
51	North Tahoe Event Center					
5100	Event Center Operations					
Account Type: R1	Operating Revenue	382,350.00	48,097.57	48,097.57	334,252.43	31,862.50
	Revenue	382,350.00	48,097.57	48,097.57	334,252.43	31,862.50
Account Type: E01	Cost of Sales Expense	(1,850.00)	(1,109.16)	(1,109.16)	(740.84)	(154.16)
Account Type: E02	Salaries and Wages	(168,398.00)	(5,245.34)	(5,245.34)	(163,152.66)	(14,033.16)
Account Type: E03	Employee Benefits	(110,689.00)	(2,124.15)	(2,124.15)	(108,564.85)	(9,224.08)
Account Type: E05	Outside Services/Contractual	(13,000.00)	(648.47)	(648.47)	(12,351.53)	(1,083.33)
Account Type: E06	Utilities	(50,900.00)	(7,554.92)	(7,554.92)	(43,345.08)	(4,241.66)
Account Type: E07	Other Operating Expenses	(29,700.00)	(915.71)	(915.71)	(28,784.29)	(2,475.00)
	Expense	(374,537.00)	(17,597.75)	(17,597.75)	(356,939.25)	(31,211.41)
	Revenue Total:	382,350.00	48,097.57	48,097.57	334,252.43	31,862.50
	Expense Total:	(374,537.00)	(17,597.75)	(17,597.75)	(356,939.25)	(31,211.41)
	Report Totals:	7,813.00	30,499.82	30,499.82	(22,686.82)	651.08

General Ledger Board Rpt - KBSRA

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 Periods: 01-01
 Fiscal Year: 2012
 JE Number: 000000



Account No	Description	Budget Amount	Period Amt	YTD Amount	YTD Var Budgeted Amount	Expended
71	Kings Beach State Res Area					
7100	KBSRA Operations					
Account Type: R1	Operating Revenue	155,000.00	64,665.13	64,665.13	90,334.87	41.71
	Revenue	155,000.00	64,665.13	64,665.13	90,334.87	41.71
Account Type: E02	Salaries and Wages	(61,715.00)	(4,072.81)	(4,072.81)	(57,642.19)	6.59
Account Type: E03	Employee Benefits	(32,706.00)	(2,175.19)	(2,175.19)	(30,530.81)	6.65
Account Type: E05	Outside Services/Contractual	(20,000.00)	(600.00)	(600.00)	(19,400.00)	3.00
Account Type: E06	Utilities	(20,300.00)	(2,981.15)	(2,981.15)	(17,318.85)	14.68
Account Type: E07	Other Operating Expenses	(10,000.00)	(854.61)	(854.61)	(9,145.39)	8.54
	Expense	(144,721.00)	(10,683.76)	(10,683.76)	(134,037.24)	7.38
	Revenue Total:	155,000.00	64,665.13	64,665.13	90,334.87	41.71
	Expense Total:	(144,721.00)	(10,683.76)	(10,683.76)	(134,037.24)	7.38
	Report Totals:	10,279.00	53,981.37	53,981.37	(43,702.37)	0.05

Capital Outlay

Projects initiated from Fiscal Year 2000 forward
1 Month Ended July 31, 2011

Project Number	Project Description	Prior Year Budget Carryover	Current Year Adopted Budget	Budget Adjustment	Total Available Budget	Year To Date		(Over) Under Budget
						Actual	Encumbered	
Operating Funds								
Fund 11								
General & Administrative								
1103-	Asset Management Software System Data Population	5,395	-	-	5,395	1,025	4,370	-
1204-	Admin Server	-	5,500	-	5,500	-	-	5,500
1205-	Digital Radios - Phase II	-	8,300	-	8,300	-	-	8,300
	Total General & Administrative	5,395	11,800	-	17,195	1,025	4,370	11,800
Planning & Engineering								
1201-	Global Positioning System Unit and Software	-	15,000	-	15,000	-	-	15,000
	Total Engineering Department	-	15,000	-	15,000	-	-	15,000
SCADA								
1202-	Tank Radios - Zone 1 & 2	-	6,000	-	6,000	-	-	6,000
1203-	SCADA Server Replacement (5)	20,000	20,000	-	40,000	-	-	40,000
	Total Engineering Department	20,000	26,000	-	46,000	-	-	46,000
	Total Fund 11	25,395	52,600	-	78,195	1,025	4,370	72,800
Fund 14 - Fleet Operations & Maintenance								
1206-	One-Ton Fully-Equipped Services/Crew Trucks (2)	-	92,000	-	92,000	-	-	92,000
1207-	Trailer Mounted Compressor	-	10,000	-	10,000	-	-	10,000
1208-	Emergency LED Light Tower Kits	-	10,000	-	10,000	-	-	10,000
1209-	12' Plow Blade for 928 CAT Loader	-	15,000	-	15,000	-	-	15,000
1210-	Turf Aerator	-	7,000	-	7,000	-	-	7,000
	Total Fund 14	-	134,000	-	134,000	-	-	134,000
Fund 18 - Facilities Maintenance								
1008-	Base Facilities Design	107,463	100,000	-	207,463	-	7,513	199,950
1211-	Operations Vehicles Parking Structure	-	150,000	-	150,000	-	-	150,000
	Total Fund 18	107,463	250,000	-	357,463	-	7,513	349,950
Fund 21 - Sewer Operations								
1212-	Emergency Bypass Hose Rael	-	20,000	-	20,000	-	-	20,000
1213-	Emergency Portable Standpipe	-	10,000	-	10,000	-	-	10,000
1214-	Smartcover Alarming Manhole Lids (10)	-	30,000	-	30,000	-	-	30,000
	Total Fund 21	-	60,000	-	60,000	-	-	60,000
Fund 31 - Water Operations								
1218-	Sensus Meter Replacement - Phase III	-	12,000	-	12,000	-	-	12,000
1217-	MLOG Passive Leak Monitoring - Phase III	-	9,500	-	9,500	-	-	9,500
1218-	Fire Hydrant Replacement (7-10) - Phase I	-	35,000	-	35,000	-	-	35,000
	Total Fund 31	-	56,500	-	56,500	-	-	56,500
Fund 43 - Recreation and Parks								
	No Projects Currently Budgeted	-	-	-	-	-	-	-
	Total Fund 43	-	-	-	-	-	-	-

Capital Outlay

2010-2011 Outlay

2010-2011 Outlay

2010-2011 Outlay

Projects initiated from Fiscal Year 2000 forward
1 Month Ended July 31, 2011

Project Number	Project Description	Prior Year Budget Carryover	Current Year Adopted Budget	Budget Adjustment	Total Available Budget	Year To Date		(Over) Under Budget
						Actual	Encumbered	
Construction Funds								
Fund 29 - Sewer Capital Projects								
Sewer Specifics Construction								
0823-	Update Sewer Master Plan	200,082	-	-	200,082	-	-	200,082
0924-	Carmelian Force Main Valve	487,456	25,000	-	512,456	-	485,742	16,713
0943-	Pump Station Valve Replacement	243,600	-	-	243,600	-	-	243,600
0944-	Floor Crowding - Main Stations	85,000	-	-	85,000	-	-	85,000
1021-CDSO	Carmelian/Dollar Station Design	411,194	-	-	411,194	-	196,743	274,451
1021-SPSR	Sealine Pump Station Rehabilitation	171,686	950,000	-	1,121,686	260	855,076	266,331
1022-	Brook Avenue Sewer Main Replacement Project	251,552	500,000	-	751,552	-	67,912	683,640
1115-	C1 Wet Well and Dry Well Modifications	33,033	-	-	33,033	-	572	32,460
1215-	Dollar Pump Station Rehabilitation	-	800,000	-	800,000	-	-	800,000
	Total Sewer Specific Construction	1,889,612	2,275,000	-	4,164,612	260	1,536,045	2,628,273
Fund 39 - Water Capital Projects								
Water Specific Construction								
0821-	Brookway ECP	225,780	-	-	225,780	-	-	225,780
1020-	Kings Beach Watershed Improvement Project	35,000	-	-	35,000	-	-	35,000
	Total Sewer Funded Portion of Erosion Control Projects	280,780	-	-	280,780	-	-	280,780
	Total Fund 29	2,144,392	2,275,000	-	4,419,392	260	1,536,045	2,883,056
Fund 39 - Water Capital Projects								
Water Specific Construction								
0828-	Kings Beach Water Storage - Zone 1	1,265,708	-	-	1,265,706	60,009	971,170	234,527
0929-	2009 WMRP - Kingswood	104,966	-	-	104,966	-	135,265	(30,999)
0938-	2009 WMRP - Carmelian Bay West	8,165	-	-	8,165	-	-	8,165
1114-	Tank Booster Demo and Creek Restoration	418,617	-	-	418,617	-	58,032	381,585
1120-	FY2011 Debt - Construction Period Interest	-	177,750	-	177,750	14,813	-	162,938
1125-	Beach Street Line Improvements	163,950	-	-	163,950	-	-	163,950
1219-	NAWTP Improvements - Phase I	-	550,000	-	550,000	-	79,300	471,100
1220-	NAWTP Improvements - Phase II	-	50,000	-	50,000	-	-	50,000
	Total Water Specific Construction	1,962,433	777,750	-	2,740,183	74,821	1,244,067	1,421,265
Fund 38 - Erosion Control Projects								
Water Funded Portion of Erosion Control Projects								
0810-	Erosion Control - Regional Park	27,375	-	-	27,375	-	8,328	19,048
0921-	Brookway ECP	75,280	-	-	75,280	-	-	75,280
1020-	Kings Beach Watershed Improvement Project	16,958	35,000	-	51,958	-	13,476	38,452
1110-	Carmelian Woods Tanks Road ECP	15,000	-	-	15,000	-	-	15,000
1111-	Kingswood West Tank Site ECP	15,000	-	-	15,000	-	-	15,000
	Total Water Funded Portion of Erosion Control Projects	149,592	35,000	-	184,592	-	21,802	162,791
	Total Fund 38	2,111,995	812,750	-	2,924,745	74,821	1,265,869	1,584,056

Projects initiated from Fiscal Year 2000 forward
1 Month Ended July 31, 2011

Project Number	Project Description	Prior Year Budget Carryover	Current Year Adopted Budget	Budget Adjustment	Total Available Budget	Year To Date		(Over) Under Budget
						Actual	Encumbered	
Construction Funds - Continued								
Fund 49 - Recreation and Parks Capital Projects								
0823-	TVRA Phase II Planning (DBW Grant)	241,955	-	-	241,955	12,235	34,584	195,137
0834-	Playground Equipment Reg Park	20,897	-	-	20,897	-	2,908	18,089
1025-	TVRA Dredging & Courtesy Dock Construction (DBW Grant)	(50,302) ⁽³⁾	-	-	(50,302)	-	-	(50,302)
1112-	Soccer Field Revegetation	45,000	-	-	45,000	-	-	45,000
1113-	Pinedrop Bike Trail Repairs	24,448	-	-	24,448	-	-	24,448
1122-	TVRA Parking Area Construction (DBW Grant)	1,432,000	-	-	1,432,000	-	-	1,432,000
1123-	TVRA Parking Area Construction (NLTRA Grant)	500,000	-	-	500,000	-	-	500,000
1124-	TVRA Parking Area Construction (Flager Co. RDA Grant)	500,000	-	-	500,000	-	-	500,000
	Total Fund 49	2,714,068	-	-	2,714,068	12,235	37,492	2,664,342
Recap								
	Administrative & Service Funds	132,658	496,600	-	629,258	1,025	11,893	556,750
	Sewer Funds	2,144,362	2,335,000	-	4,479,362	290	1,956,045	2,843,058
	Water Funds	2,111,985	858,250	-	2,970,235	74,821	1,285,988	1,840,558
	Recreation and Parks Funds	2,714,068	-	-	2,714,068	12,235	37,492	2,664,342
	Total	7,102,814	2,641,050	-	10,744,864	88,370	2,851,287	7,804,706

Total Available Budget and Encumbered

(3) Carryover amounts adjusted (April 2011) due to \$72,861 in FY2008 Planning Expense (Ineligible for reimbursement under PWD823) being redirected to PV



**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: September 13, 2011

ITEM: F-1b

FROM: Management Services Department

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

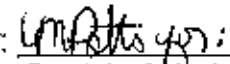
Total cash and investments equaled \$13,488,785.54 as of July 31st, 2011 with unrestricted of \$12,114,212.28 and restricted of \$1,374,573.26.

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 July 31st, 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	\$109,863.56	General Checking
06/30/11	243-001708	14,648.46	Event Center Deposit Account
06/30/11	243-003043	8,026.00	Event Center Vendor Acct.
06/30/11	243-009468	28,560.62	Payroll
06/30/11	243-003696	30,340.77	Administrative Vendor Acct.
06/30/11	243-004157	7,702.97	Parks Dept. Sweep Account
06/30/11	243-000674	74,011.44	Utility Billing Deposit Account
		<u>273,153.82</u>	Total Bank of the West
Local Agency Investment Fund			
06/30/11	85-31-003	7,397,666.02	General Investment Acct.
UBS Financial Services Inc.			
06/30/11	OG 0082970	13,703.49	Cash Balance
	"	3,851,330.97	Certificates of Deposit
	"	1,342.17	Asset Backed Securities
	"	19,486.54	Mutual Funds
	"	544,581.90	U.S. Government Securities
	"	12,947.37	Accrued Interest
		<u>4,443,392.44</u>	Total UBS Financial Services Inc.
Total Unrestricted Cash and Investments:		\$12,114,212.28	
Restricted			
Statement Date	Institution/Account Number	Market Value	Description
Bank of the West			
06/30/11	243-068558	\$6,700.60	FSA
06/30/11	243-068567	144,135.13	HRA
Local Agency Investment Fund			
06/30/11	Reserve Fund for 2010 B of A. Installment Sale	445,936.00	Building Corp - Install Payment Fund
US bank			
06/30/11	94658800	31,628.75	Building Corp - Install Payment Fund
06/30/11	94658901	611,784.57	Building Corp - Reserve Fund
Bank of the West			
07/05/11	Various	134,378.21	TRPA C.D.'s
Total Restricted Cash and Investments:		\$1,374,573.26	
Total Unrestricted and Restricted Cash and Investments:			
Total Cash and Investments:		\$13,488,785.54	



DATE: September 13, 2011

ITEM: F-2

FROM: Parks and Facilities Department

SUBJECT: Monthly Report for August 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

- Staff has been working with the organizers of Dog Day in the Park in order to accommodate the activities planned for the day
- A six foot ProLine turf Aerator has been ordered.
- Relocated one bear proof trash receptacle from a little used site near the dog park to the dirt parking lot on Coon St.
- Pressure washed and painted the storage shed, scorer stand on Field #1.
- Replaced treads on the stairs leading to the Ramada due to vandalism.
- Repaired/replaced irrigation valve boxes, sprinklers, drip tubing and emitters at the Kings Beach Elementary School Field.
- Made two repairs to galvanized irrigation pipe on Fields #1 and #2
- Park and Facilities Manager and Superintendent are making thorough assessment of irrigation on all three fields.
- Inspected and repaired boards on Kings Beach State Recreation Area pier.
- Repaired drip irrigation at Kings Beach Library landscape area
- Fertilized turf areas at all facilities
- Cleaned discharge lines of sand on all lakefront water fountains
- Repaired outdoor shower valves at Tahoe Vista Recreation Area
- Staff and fleet mechanics are monitoring and making necessary repairs to turf mower.
- Contracted HVAC repairs to Administration Office equipment.
- Met with concrete contractor to obtain estimate for concrete modifications to playground paths.
- Parks Staff has filled in at break time and lunch time for boat launch staff when needed.
- Installed a Commercial Core Project sample bike rack at North Tahoe Event Center.
- Volleyball net barriers were repaired and re-tied at North Tahoe Beach volleyball courts.
-

TVRA Parking Project

Moving forward with the permitting process. Planning for tree removal on site.

Fuel Reduction Project

Fuel Reduction Project has begun at the park road site and will progress up to the Mogilefsky Property.

Dollar Hill to Fulton Crescent Bike Trail

The bike trail proposed project area has been flagged and marked from Dollar Hill to Fulton Crescent road. The environmental review has begun and weekly meetings have been set with consultants, Placer County, Ca Tahoe Conservancy and District staff to review progress.

REVIEW TRACKING:

Submitted By: *Kathy Long*
Kathy Long
Parks and Facilities Manager

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



NORTH TAHOE PUBLIC UTILITY DISTRICT

DATE: September 13, 2011

ITEM: F-3

FROM: Planning & Engineering Department

SUBJECT: Monthly Report for August 2011

DISCUSSION: The Planning & Engineering Department submits its monthly progress report for August 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 is on site working on the punch list items. Slurry and AC dike are scheduled for the third week in September which will complete the project. 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. Conduit for the electrical and telecommunications are being installed. Project Budget: \$2,966,742; Percent Complete: 71% (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 Contractor is waiting for a confirmation date for delivery of the MCC. Construction is anticipated to begin mid-September. The pumps have arrived. 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):** Construction is anticipated to begin by the end of September. Percent Complete: 100% (Design), 0% (Construction).
- **Carnelian & Dollar Sewer Pump Station Design – Phase 1 (1021-CDSD):** Staff is reviewing the Draft Technical Memorandum for Dollar Site. Consultant is preparing Technical Memorandum for Carnelian Site. Percent Complete: 40%.

- **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**
- **Wood Vista Lodge project**
- **Cedar Glen Lodge project**

REVIEW TRACKING:

Submitted By: *Suzi Gibbons*
Suzi Gibbons
Contracts and Planning Coordinator

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

- Sodium Hypochlorite Usage 930 Gallons – Water

Operational Report:

- Permit Violations 0
- Water Standby Calls 2 Calls – 5 Hours

Water Meters:

- Calls for Service 50 – 164.0 Hours
- Meter Replacements – Generated from Meter Reading 19 – 69.5 Hours
- Repairs – Generated from Meter Reading 41 – 22.5 Hours
- Meter Reads / Processing - Routine 49.5 Hours
- Re-reads, Check Reads 67 – 17 Hours
- Special Reads / Zone Reads 3 / 8 – 3.5/1 Hours
- Meter Install New / Repair / Replace 5 – 44.5 Hours
- Meter Turn Off/On 13 – 16 Hours
- Backflow Reports Received / Processed 103 Matched 130/50 – 9.5 Hours

Water Quality:

- Customer Concerns- Pressure 2 Distr
- Monthly Samples – routine 28 Samples 14 Raw 14 Distr
- Special Samples 2 sets of 3 each 6 Samples 2 Raw Distr
- Customer Complaints 0

Water Distribution:

- Work Orders Issued 21
- Work Orders Completed 22 – 636 Hours
- Mains Correlated – 33 Leaks found on Rim 2100 Feet – 9.5 Hours
- MLOG Reads 150 – 7 Hours
- MLOG Check on Suspect Leaks 2 – 1 Hours
- Leaks Confirmed Mains
- Leaks Confirmed Customer Side 1
- Leaks Unconfirmed 1
- Leaks Repaired 4 – 131.5 Hours
- Valves Exercised 0 – 0 Hours
- Hydrants Flow Test / Flush 0 – 0 Hours

Water Leak Details

<u>July, 2011</u>	<u>Tmain</u>	<u>Cwoods</u>	<u>\$Cove</u>	<u>Zone</u>
1105 Canterbury Dr	X			KW 120
1210 Canterbury Dr	X			KW 120
1245 Canterbury Dr	X			KW 120
1065 Nottingham Dr	X			KW 120
4990 North Lake Blvd	X			Kings Beach

Underground Service Alert

- 108 New Requests, 9+1 Street Remarks, 74 Locations +13 Streets 160 Hours
- USA's – Outside Requests (crew time) 29 Hours

Special Projects

- Support Contractors NTPUD Projects (KW & Camellan Water Replacement) 121 Hours
- Support Contractors Outside NTPUD (Cal Trans, SW Gas, Placer County) 84.5 Hours
- GBA, Safety Training 77 Hours

Fleet and Equipment:

- Diagnostics – 3.0 Hours
- Electrical Testing – 6.5 Hours
- Fabrication / Welding – 69.5 Hours
- Fleet Inspection – 12.0 Hours
- Pre-Service Cleaning – 3.0 Hours
- Preventative Service – 12.0 Hours
- Remove and Replace – 66.0 Hours
- Repair – 12.0 Hours
- Replace – 7.0 Hours
- Training – 9.0 Hours

Required Overtime Hours

- Standby/Overtime/Daily Checks 99.50 Hours OT / 33 Daily Checks
- Time Off: Vacation/Sick Leave/Work Comp 444.75 Hours

REVIEW TRACKING:

Submitted By: Janine Dougan Approved By: Paul Schultz
 Janine Dougan Operations Coordinator Paul Schultz General Manager/CEO

Reviewed By: Mark Begin
 Mark Begin Acting Utility Operations Manager

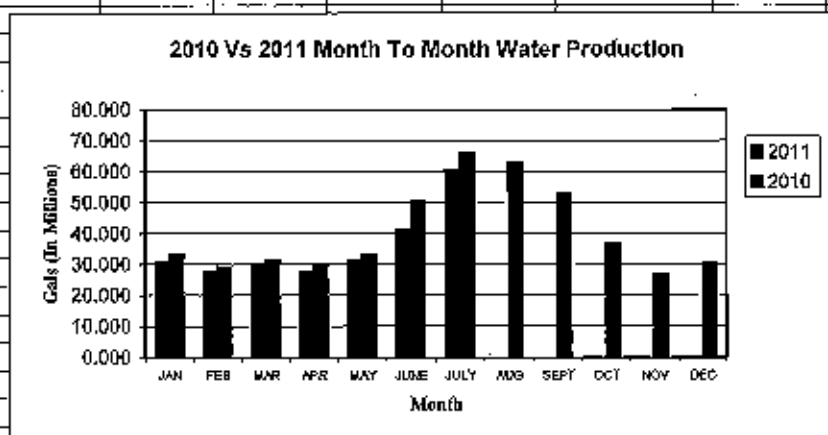
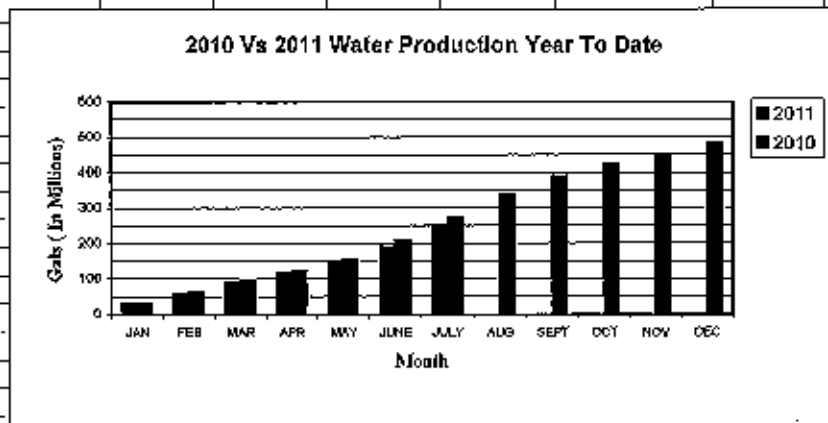
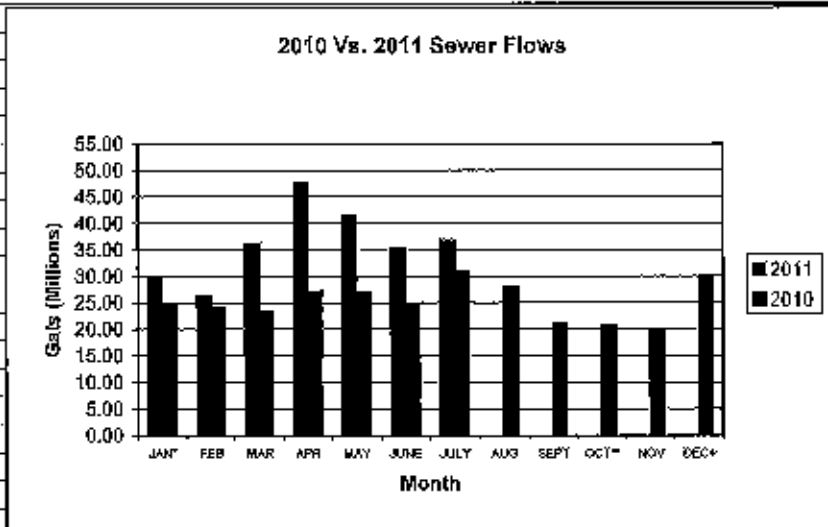
WaterProd&SewerFlows2011vs2010

YEAR	2010	2011	
JAN*	24.63	30.07	122.1%
FEB	24.10	26.26	109.0%
MAR	23.53	36.22	153.9%
APR	27.25	47.86	175.6%
MAY	26.97	41.43	153.6%
JUNE	24.62	35.38	143.7%
JULY	30.90	36.88	119.4%
AUG	28.01		
SEPT	21.27		
OCT**	20.73		
NOV	19.97		
DEC+	30.08		
AVG	25.17	36.30	
	302.06	254.10	

+2 day power outages avg dailey used
 *Amended Total
 **TTSA loss flow data for 6 days, Est. total

Water	Accumulative		
YEAR	2010	2011	
JAN	33.267	30.992	93.2%
FEB	62.451	58.891	94.3%
MAR	93.757	89.385	95.3%
APR	123.058	117.007	95.1%
MAY	156.921	148.609	94.7%
JUNE	207.582	190.229	91.6%
JULY	273.600	250.744	91.6%
AUG	336.867		
SEPT	389.900		
OCT	426.785		
NOV	453.495		
DEC	483.601		

Water	Month To Month		
YEAR	2010	2011	
JAN	33.267	30.992	93.2%
FEB	29.184	27.899	95.6%
MAR	31.306	30.484	97.4%
APR	30.105	27.622	91.8%
MAY	33.059	31.602	95.6%
JUNE	50.661	41.620	82.2%
JULY	66.218	60.515	91.4%
AUG	63.067		
SEPT	53.033		
OCT	36.885		
NOV	26.710		
DEC	30.306		





**NORTH TAHOE
PUBLIC UTILITY DISTRICT**

DATE: September 13, 2011

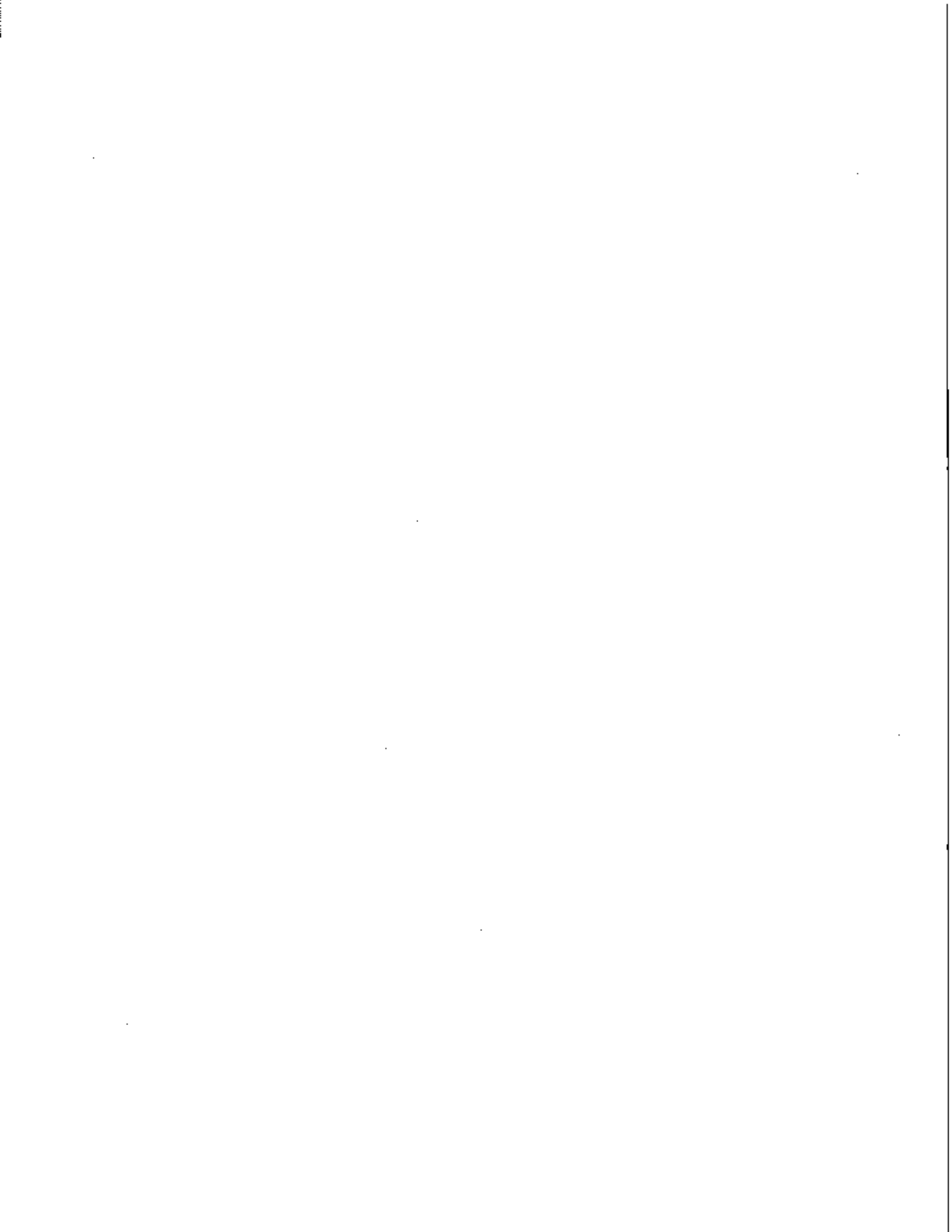
ITEM: H-1

FROM: Planning and Engineering Department

SUBJECT: Emergency Declaration for Rim Drive Water Main Replacement

DISCUSSION

Board report to follow.



Pam Lefrancois

From: karenplayskool1992@fot.com
Sent: Wednesday, August 24, 2011 10:48 AM
To: Pam Lefrancois
Subject: Re: The New Playground is Open at the North Tahoe Regional Park

We just wanted to thank the NTPUD, the board members and all the dedicated individuals for their commitment to rebuilding our playground at the North Tahoe Regional Park. We had our entire student enrollment from Karen's Playskool at the opening, along with a few of our graduates. We are so thankful for Lydia Carter's due diligence and heartfelt efforts to return our playground to a beautiful, safe place for young children.

We have been taking our "Tahoe Trekkers" (including Logan Carter, their every Thursday throughout this Summer and will continue to utilize the park as it is within walking distance from our playskool. Each time we are there the park has been full of children, both local and tourists. What a wonderful addition for community.

P.S. We loved the ice cream.

caringly, Miss. Karen of Karen's Playskool

Attached please find a press release and some photos from the Playground

> Opening and Ice Cream Social.

>

> Please feel free to contact me with any further questions.

>

> Pam

>

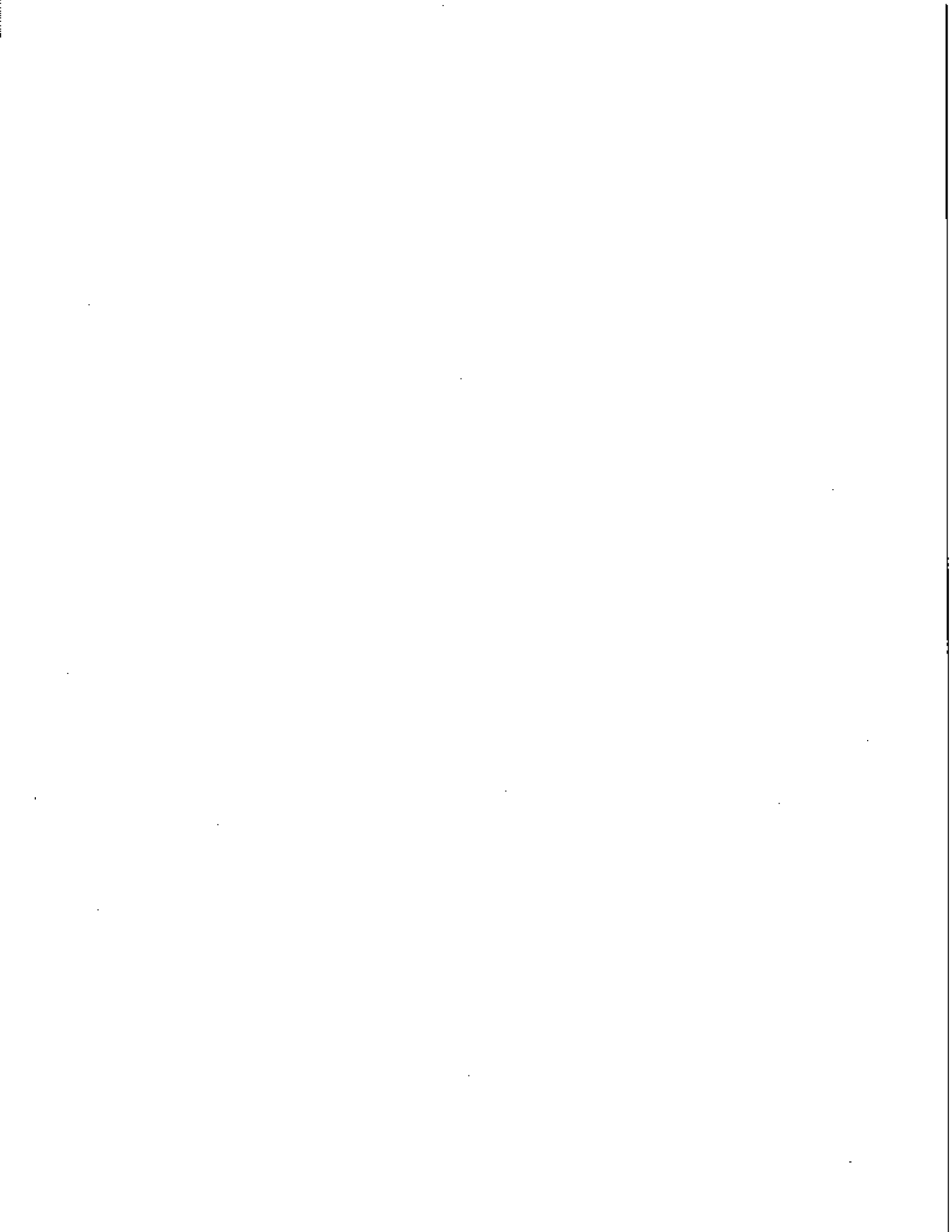
> Pam Lefrancois

> Executive Assistant

> 530-546-4212 ext 123

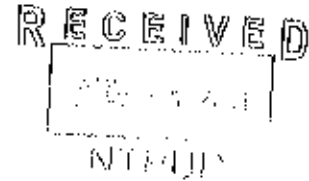
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August 16, 2011

Suzi Gibbons
Contracts and Planning Coordinator
North Tahoe Public Utility District
875 National Ave.
Tahoe Vista, CA 96148




Dear Suzi Gibbons,

Thank you for your presentation at the Kingswood Estates Annual Meeting last Saturday. As you could tell from the participation and the number of questions, there was a great deal of interest in your subject matter.

We appreciate the time and preparation on your part to keep the members of this community up to date on changes and plans in process for the sewer and water systems. We look forward to future updates on changes affecting all of us in this community.

Enclosed are a few cards that we are returning to you.

Respectfully,


Ki Nyborg
Secretary of Board of Directors
Kingswood Estates

