



MINUTES

REGULAR MEETING OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS Tuesday, June 8, at 2:00 p.m. Via Teleconference

CALL TO ORDER/ESTABLISH QUORUM

The North Tahoe Public Utility District Board of Directors' regular meeting was held on Tuesday, June 8, 2021, at 2:02 p.m. via teleconference. The Directors in attendance were President Coolidge, Directors Mourelatos (arrived at 2:04 p.m.), Daniels, Hughes, and Thompson. District Staff in attendance included General Manager Johnson, Engineering and Operations Manager Pomroy, Chief Financial Officer Van Cleave, Administrative Manager Holt, Utility Operations Manager Fischer, Public Information Officer Justin Broglio, GIS/SCADA System Engineer David Berry, and Administrative Liaison Moga. Counsel Nelson was also present. The pledge of allegiance was recited.

GM Johnson noted that Personnel Committee requested to move Consent item H.5 to General Business item I.5 for discussion. Director Thompson requested to move Consent item H.4 to General Business item I.6 for discussion.

PUBLIC COMMENT AND QUESTIONS (2:05 p.m.) -

Mindy Carbajal, Director of Boys & Girls Club of North Lake Tahoe, spoke about the current agreement extension.

EMPLOYEE ANNIVERSARY AWARDS – EOM Pomroy spoke about David Berry, GIS/SCADA System Engineer, and thanked him for his 15 years of service. The Board members and General Manager congratulated and thanked Mr. Berry for his service and dedication to the District.

PUBLIC HEARING (3:00 p.m.): Provide and Receive Comments on and Consider Adoption of the Draft 2020 Urban Water Management Plan, Including a Water Shortage Contingency Plan - President Coolidge opened the public hearing. With no requests for public comment, President Coolidge closed the public hearing. Director Mourelatos complimented EOM Pomroy for his efforts on these plans.

MOTION: Director Mourelatos moved to Adopt Resolution 2021-07 – Adopting the 2020 Urban Water Management Plan and Adopt Resolution 2021-08 – Adopting the 2020 Water Shortage Contingency Plan. Director Hughes seconded the motion, which passed unanimously by roll call (5-0).

PUBLIC HEARING (3:30 p.m.): Consider Adoption of the District's 2021-2022 Fiscal Year Operating and Capital Improvement Program Budget - CFO Van Cleave provided a PowerPoint slideshow. CFO provided a clarifying question regarding the CFD percentage.

President Coolidge opened the public hearing. With no requests for public comment, President Coolidge closed the public hearing.

MOTION: Director Thompson moved to Adopt Resolution 2021-09 – Adopting the District's Annual Operating and Capital Improvement Program Budgets for Fiscal Year 2021-2022 and Adopt Resolution 2021-10 – establishing the District's annual appropriations limit of \$13,449,745 for the Fiscal Year 2021-2022 pursuant to Article XIII (B) of the California Constitution; and that total annual appropriation subject to the limit based on an estimated annual Ad Valorem property tax increment of \$5,590,000 are under the appropriation limit by \$7,859,745. Director Mourelatos seconded the motion, which passed unanimously by roll call (5-0).

MANAGEMENT TEAM INFORMATIONAL UPDATES:

Tahoe-Truckee Sanitation Agency (T-TSA) Report – Lane Lewis, TTSA Representative, provided highlights from his report. President Coolidge inquired about flow meters and calibration at Dollar meter measuring the effluent. Mr. Lewis stated he wasn't aware of any issues with that system and will request information to bring back at the next board meeting.

Jane Davis provided a public comment regarding TTSA matters.

Recreation and Parks Commission Report – Recreation & Parks Commission Charles Teran wasn't able to attend. AM Holt provided highlights from Commissioner Teran's report.

General Manager/CEO Report – General Manager (GM) Johnson provided highlights from his report, including final rate relief program numbers, annual record destruction, and Cyber insurance coverage through EPIC Brokers through April 2022. He spoke about state re-opening on June 15, mask and social distancing requirements. In response to President Coolidge's inquiry about personnel file destruction, GM Johnson noted there are other records to confirm their employment. President Coolidge requested that the board members participate in the Gallup Strengths process.

Public Information Officer Report – Public Information Officer, Justin Broglio, provided highlights from his report. In response to Director Mourelatos' inquiry, PIO Broglio noted he and Event Center Cathy Becker met with Woody to discuss AV needs for corporate meetings and collaborate as vendors for corporate events. President Coolidge suggested hosting a grand re-opening of the Event Center after the summer season to celebrate. The Board discussed communicating about all the recent improvements at the Event Center and the Park.

Accounting Department Report for the month ending April 30, 2021 – Chief Financial Officer (CFO), Vanetta Van Cleave, provided highlights from her financial report. She provided the Treasure's report. Director Mourelatos initiated a discussion regarding the strategic spend down of the reserves on capital projects.

Park and Facilities Department Report – Administrative Manager (AM) Loren Holt provided highlights from his report. President Coolidge initiated a discussion about communicating upcoming events and activities. The Board and Staff discussed Field #4 and pathway project progress which is expected to be completed ahead of schedule.

Planning and Engineering Department Report – EOM Joe Pomroy provided highlights from his report. President Coolidge asked for a plan review historical comparison for the report. Director Daniels initiated a discussion about the hazard mitigation plan. EOM Pomroy noted the County has a comprehensive mitigation plan where we review our assets and threats. Director Hughes noted several grant programs require a hazard mitigation plan with funds set aside in case of a disaster to help mitigate the disaster.

Utility Operations Department Report – Utility Operations Manager (UOM) Ken Fischer highlighted items from his report. The Board and Staff discussed the flushable wipe clogs and wipes clog pipes campaign.

Legal Report – Legal Counsel Josh Nelson provided an update regarding water and wastewater SB 223 and SB 222.

CONSENT CALENDAR:

- Approve Accounts Paid and Payable for the period from May 11, 2021 through June 7, 2021
- Approve Minutes of the May 11, 2021 Regular Board Meeting and May 12, 2021 and May 27, 2021 Special Board Meetings
- Authorize the General Manager to Execute a Memorandum of Understanding with the Town of Truckee to Cooperatively Acquire Digital Orthophotography and LiDAR Data
- (this item has moved to general business item I5) Approve Issuance of Annual Purchase Orders to Vendors in Amounts Exceeding the General Manager's Spending Limit Authority
- (this item has moved to general business item I4) Approve Project Engineer and Construction Manager Job Description Update

MOTION: Director Hughes moved to approve the consent calendar with items H4 & H5 moved to General Business for discussion. Director Daniels seconded the motion, which passed unanimously by roll call (5-0).

GENERAL BUSINESS

Authorize the General Manager to Execute a one-year Contract Extension with the Boys and Girls Club of North Lake Tahoe - Mindy Carbajal, B&GCNLT Director, spoke during the Public Comment item. Ben Visnyei, Boys & Girls Club Operations Manager, was available to answer questions during the budget adoption item. AM Holt introduced the item. GM Johnson noted the proposed increase is included in the adopted budget. The Directors complimented the B&GCNLT services and expressed support for the agreement.

MOTION: Director Daniels moved to Authorize the General Manager to execute a one-year extension of the current agreement with the Boys and Girls Club of North Lake Tahoe through the Fiscal Year 2021/2022, at a financial contribution of \$140,000. Director Thompson seconded the motion, which passed unanimously by roll call (5-0).

Receive, Discuss, and Provide Direction on a Proposal by Headwall Corporation to Construct a Zip Line Canopy Tour within the North Tahoe Regional Park - AM Holt

introduced Jesse Desens with Headwall Corporation/owner of Tahoe Treetops and Erik Keselica, Director of Design and Construction. GM Johnson and Board members discussed the elevation changes and potential interference of disc golf and zip line. Mr. Desens explained how the guide would lead the canopy tour with an education and storytelling component. In response to the Directors' inquiries about zipline construction, tree removal, and environmental impacts, Mr. Desens provided information. GM Johnson spoke about acquiring the proper entitlements. The Board members complimented and expressed support for this project. The Board will do a site walk and tour with Jesse.

Authorize the General Manager to Execute a Professional Services Agreement with Houston Magnani and Associates for Legislative Advocacy Services - GM Johnson introduced the item. The Board and Staff discussed current and future grant funding opportunities for trail connectivity and water infrastructure for wildfire resiliency.

MOTION: Director Hughes moved to Authorize the General Manager to execute a professional services agreement with Houston Magnani for legislative advocacy services totaling \$20,900 (\$1,100 monthly from June 1, 2021, until December 31, 2022). Director Mourelatos seconded the motion with passed unanimously by roll call (5-0).

Review, Discuss, and Provide Direction on the Transition to In-Person Board of Directors Meetings - GM Johnson introduced the item. The Board members and Staff discussed returning to an in-person meeting with mask mandate, upgrading audio/visual infrastructure at the Event Center, and the option of hosting hybrid meetings. The Board tabled the discussion until the next meeting.

Approve Project Engineer and Construction Manager Job Description Update (previous consent item H.5) - GM Johnson introduced the item. The Board and Staff discussed the 5-year capital plan project needs and if it necessitates an engineer versus a project manager. They discussed the responsibilities, project execution, and pay scale.

MOTION: Director Mourelatos moved to Approve Project Engineer and Construction Manager Job Description Update. Director Hughes seconded the motion, which passed unanimously by roll call (5-0).

Approve Issuance of Annual Purchase Orders to Vendors in Amounts Exceeding the General Manager's Spending Limit Authority (Previous consent item H.4) - CFO Van Cleave introduced the item. GM Johnson noted that if these go over the projected amount, they have to return to the Board for approval. Director Daniels noted these are operational expenses such as the electric bill before the Finance Committee every month. In response to Director Thompson's inquiry about contracts, GM Johnson explained that these Purchase Orders are currently under their previously awarded contract or PSA and will come back before the Board when the contract is up. CFO thanked the Board for process improvements.

MOTION: Director Hughes moved to Approve Issuance of Annual Purchase Orders to Vendors in Amounts Exceeding the General Manager's Spending Limit Authority. Director Daniels seconded the motion, which passed unanimously by roll call (5-0).

BOARD COMMENTS – None.

LONG RANGE CALENDAR – GM Johnson reviewed the long-range calendar.

PUBLIC COMMENT AND QUESTIONS – There were no requests for public comment.

CLOSED SESSION

1. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION** –
*(Paragraph (1) of subdivision (d) of Section 54956.9) Case name unspecified:
Settlement negotiations*
2. **PUBLIC EMPLOYEE PERFORMANCE EVALUATION** – *Pursuant to Section
54957. Title: General Manager/CEO*

ADJOURNMENT – There being no further business to come before the Board, the Board went into closed session at 7:35 p.m. There was no reportable action taken during the closed session, and the meeting adjourned at 7:47 p.m.