



MINUTES

REGULAR MEETING OF THE NORTH TAHOE PUBLIC UTILITY DISTRICT BOARD OF DIRECTORS Tuesday, July 13, 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, July 13, 2021, at 2:02 p.m. via teleconference. The Directors in attendance were President Coolidge, Directors Mourelatos (arrived at 2:19 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, and Administrative Liaison Moga. Counsel Nelson was also present. The pledge of allegiance was recited.

PUBLIC COMMENT AND QUESTIONS (2:05 p.m.) – There were no requests for public comment.

EMPLOYEE ANNIVERSARY AWARDS – Eric Sachse - Event Center Maintenance Worker II - 5 years of service

Cathy Becker, Event Center Manager, spoke about Eric Sachse's service and dedication. The Board members congratulated and thanked Mr. Sachse.

MANAGEMENT TEAM INFORMATIONAL UPDATES:

Tahoe-Truckee Sanitation Agency (T-TSA) Report – Lane Lewis, TTSA Representative, provided highlights from his report. In response to Director Thompson's inquiry regarding unfunded liability, Mr. Lewis spoke about the current unfunded liability balance and 5-year plan to pay it down. In response to President Coolidge's follow-up inquiry regarding the flow meters, the Board and Mr. Lewis discussed meter calibration and standard operating procedures. Mr. Lewis noted he would follow up about metering.

Recreation and Parks Commission Report – Recreation & Parks Commission Michael Stoltzman was not in attendance. AM Holt provided highlights from Commissioner Stoltzman's report. In response to Director Thompson's inquiry, AM Holt stated the Commission decided to allocate \$10,000 to complete the Community Garden. He added the Board approved the budget, and no action from the Board is required. AM Holt spoke about Commission's upcoming appointments and vacancies.

General Manager/CEO Report – General Manager (GM) Johnson provided highlights from his report. He noted one of the conditions of Prop 68 Per Capita Grant is that a deed restriction must be filed to designate the facility as a public park for 30 years and that past Board action authorized the GM to file it. Director Daniels requested to review the properties affected with the GM prior to filing. Director Thompson noted the cost of health insurance has gone up 3% and wants the employees to be aware.

Public Information Officer Report – Public Information Officer, Justin Broglio, provided highlights from his report. He provided a brief tutorial of the new NTEC website. The Board complimented the social media streamlining and website updates. Director Mourelatos and PIO Broglio spoke about recreational assets, programming, and additional work to the website.

Accounting Department Report for the month ending May 31, 2021 – Chief Financial Officer (CFO), Vanetta Van Cleave, provided highlights from her financial report. In response to Director Thompson's inquiry regarding the graph that reflected unbudgeted, CFO Van Cleave noted this is only for this point in time Fiscal Year 2021, and not inclusive of upcoming years. In response to President Coolidge's inquiry regarding the new graph, CFO Van Cleave noted this graph reflects an entire project and spend to date. She noted we could create a graph to show a month-to-month change in progress. GM Johnson added we could reflect progress in the Engineering Report. CFO provided the Treasurer's report.

Park and Facilities Department Report – Administrative Manager (AM) Loren Holt provided highlights from his report. The Board members complimented the Event Center's reviews.

Planning and Engineering Department Report – EOM Joe Pomroy provided highlights from his report. Director Daniels stated she loves the pictures in his report. President Coolidge requested to see the project progress numbers.

Utility Operations Department Report – Utility Operations Manager (UOM) Ken Fischer highlighted items from his report. In response to Director Thompson's question regarding new equipment, UOM Fischer noted received 4" CCTV camera equipment and a 2-ton pick-up with a custom bed for equipment. President Coolidge inquired about heavy tourism impacts our access. UOM Fischer noted there is a lot of traffic and the neighborhoods are tight. He added meter boxes are inaccessible when homeowners park in front of their houses. UOM Fischer stated he would work with Broglio to get the message out in advance of work in the neighborhood.

Legal Report – Legal Counsel Josh Nelson provided highlights from his report. He noted the flushable wipes assembly bill is gaining traction.

Board Committee Reports – Director Thompson noted that the Development & Planning Committee recommended approval for the items heard during the D&P Committee meeting. President Coolidge noted the Personnel Committee recommended the items heard during the Personnel Committee meeting with grammatical editing to job descriptions.

CONSENT CALENDAR:

- Approve Accounts Paid and Payable for the period from June 8, 2021, through July 12, 2021
- Approve Minutes of the June 8, 2021, Regular Board Meeting
- Reject All Bids for the Kingswood West Tank SCADA Hub Replacement Project
- Award Construction Contract and Authorize General Manager to Execute the Agreement with Vinciguerra Construction, Inc for the Grey & Toyon Watermain Replacement Project

- Award Multiple Contracts and Authorize the General Manager to Execute the Agreements for the Dollar Water Tank Rehabilitation Project
- Authorize the General Manager to Execute a Professional Services Agreement with Tieslau Civil Engineering, Inc. for Ground Survey of the Golden and Rainbow Watermain Project
- Authorize the General Manager to Execute a Purchase Order with Sensaphone, Inc for Pump Station Backup Alarm System Replacement
- Authorize an Intergovernmental Grant Administration Agreement with the South Tahoe Public Utility District for the Proposition 1 Round 1 Integrated Regional Water Management Implementation Grant Program
- Approve Additional Purchase Orders and Transactions for the Fiscal Year 2021-2022 Budgeted Items Exceeding the General Manager's Spending Limit Authority

MOTION: Director Daniels moved to approve the consent calendar. Director Thompson seconded the motion, which passed unanimously by roll call (5-0).

GENERAL BUSINESS

Review, Discuss, and Provide Direction on the Transition to In-Person Board of Directors Meetings - GM Johnson introduced the item and noted this was continued from the June board meeting. He updated the Board regarding the Governor's Executive Order and CDPH and Cal/OSHA updated masking rules. After discussion, the Board decided to go back to in-person and allow the committees to decide their preference. The Board discussed posting requirements.

Authorize the General Manager to Execute Two (2) Placer County Tourism Master Plan Grant Agreements for the North Lake Tahoe Active Recreation Facility Needs Assessment and Feasibility Study and for the Pam Emmerich Memorial Pinedrop Trailhead Improvement - AM Holt introduced the item. He noted this is the last step to execute the grant agreement and move forward with these projects.

MOTION: Director Mourelatos moved to Authorize the General Manager to Execute Two (2) Placer County Tourism Master Plan Grant Agreements for the North Lake Tahoe Active Recreation Facility Needs Assessment and Feasibility Study and for the Pam Emmerich Memorial Pinedrop Trailhead Improvement. Director Daniels seconded the motion, which carried unanimously by roll call (5-0).

Authorize a Memorandum of Understanding with the Tahoe City Public Utility District for the North Lake Tahoe Active Recreation Facility Needs Assessment and Feasibility Study and Discuss the Consultant Selection Process - GM Johnson introduced the item. The Board and Staff discussed the candidate selection process and meetings. GM Johnson noted meetings would be held the first week in August and the week of August 23. The Board members discussed the availability and desire to participate in the consultant selection. After a brief discussion, it was decided that Director Mourelatos will participate in the process. In response to Director Mourelatos' inquiry regarding the financial commitment of the District, GM Johnson explained the cost breakdown of NTPUD, TCPUD, and grant funds. He added this item is to award a partnership agreement, not spending.

MOTION: Director Hughes moved to Authorize a Memorandum of Understanding with the Tahoe City Public Utility District for the North Lake Tahoe Active Recreation Facility Needs Assessment and Feasibility Study and Discuss the Consultant Selection Process. The motion was seconded by Director Mourelatos which passed unanimously in favor by roll call (5-0).

Authorize the General Manager to Execute a Professional Services Agreement with HDR Engineering, Inc to Update the District's Emergency Response Plan in Compliance with the American Water Infrastructure Act of 2018 - EOM Pomroy introduced the item. In response to Director Thompson's inquiry, EOM Pomroy stated this plan was initiated by homeland security and its best practices amongst other utilities. He added that this plan would be specific to our District and infrastructure. GM Johnson noted HDR knows our infrastructure and engineering; however, the subcontractor will bring in the general content of the emergency response. In response to Director Hughes' inquiry, EOM Pomroy spoke about assessing threats and risks to sewer and water. In response to Director Hughes' comment about TTSA compliance, GM Johnson spoke about the JSF and TRI and our response if that got shut off. In response to President Coolidge's inquiry, EOM Pomroy stated those are not included in the scope of work. He spoke about conducting exercises and keeping the plan updated. These would be future options.

MOTION: Director Daniels moved to Authorize the General Manager to Execute a Professional Services Agreement with HDR Engineering, Inc to Update the District's Emergency Response Plan in Compliance with the American Water Infrastructure Act of 2018. Director Mourelatos seconded the motion, which carried unanimously in favor by roll call (5-0).

Approve Revised the Fiscal Year 2021-2022 Organizational Chart, Job Descriptions, and Salary Schedules for the Recreation, Parks, & Facilities Manager and Operational & Information Technology Manager - GM Johnson introduced the item. In response to Director Thompson's comment about negative feedback, GM Johnson provided clarification regarding correspondence with the Union Business Manager. The Board and staff discussed the Union member's concern and the proposed IT Manager's responsibilities. GM Johnson explained that we are vacating a union position and creating and filling a management position with budgetary responsibility and oversight. GM Johnson stated its consistent with the MOU and consistent with the personnel ordinance. It's the District's right to create positions and determine assignment of work. Director Thompson stated the Personnel Committee recommended approval of this item.

MOTION: Director Thompson moved to Approve the Revised the Fiscal Year 2021-2022 Organizational Chart, Job Descriptions, and Salary Schedules for the Recreation, Parks, & Facilities Manager and Operational & Information Technology Manager subject to grammatical and editorial updates. Director Hughes seconded the motion, which carried unanimously in favor by roll call (5-0).

PUBLIC HEARINGS (Timed Item 3:00 p.m.)

AUTHORIZING ANNUAL LEVY OF SPECIAL TAX FOR COMMUNITY FACILITIES DISTRICT (CFD) 94-1 - Adopt Resolution 2021-11 of the Board of Directors of the North Tahoe Public

Utility District Authorizing the Levy of a Special Tax within Community Facilities District 94-1 for Fiscal Year 2021-2022 - GM Johnson introduced the item. In response to Director Daniels's inquiry about the ability to modify it, GM Johnson noted that if there was a desire to modify it, we would have to go back for a new Mellow Roos. He noted the Board could decide to apply or not to apply the 2%. Counsel Nelson stated the Board could decide to go below what was initially approved. The statute applies to increases. If we were to reduce below the amount, it would not be considered an increase. There was no request for public comment.

MOTION: Director Daniels moved to Adopt Resolution 2021-11 of the Board of Directors of the North Tahoe Public Utility District Authorizing the Levy of a Special Tax within Community Facilities District 94-1 for the Fiscal Year 2021-2022. Director Hughes seconded the motion, which carried unanimously in favor by roll call (5-0).

AUTHORIZING ANNUAL LIEN ACTION FOR DELINQUENT AND UNPAID SEWER AND WATER CHARGES - Adopt Resolution 2021-12 of the Board of Directors Authorizing the Annual Lien Action for Delinquent and Unpaid Sewer and Water Charges - CFO Van Cleave introduced the item and provided background and comparison information. The Staff and Board members held a brief discussion about the proactive outreach to customers. They also discussed the numbers and questioned if this year's liens were an economic indicator.

MOTION: Director Thompson moved to Adopt Resolution 2021-12 of the Board of Directors Authorizing the Annual Lien Action for Delinquent and Unpaid Sewer and Water Charges. Director Daniels seconded the motion, which carried unanimously in favor by roll call (5-0).

BOARD COMMENTS – Director Mourelatos suggested improvements for the Board packet. President Coolidge announced Rick Stevens would be an alternate on the LAFCO board.

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

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

CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION – *Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9: 1 case*

CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION – *(Paragraph (1) of subdivision (d) of Section 54956.9) Case name unspecified: Settlement negotiations*

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 4:43 p.m. There was no reportable action taken during the closed session, and the meeting adjourned at 6:23 p.m.