



SOUTH TAHOE PUBLIC UTILITY DISTRICT

David Peterson, President
Nick Haven, Director

BOARD MEMBERS
Shane Romsos, Vice President

Kelly Sheehan, Director
Nick Exline, Director

Paul Hughes, Interim General Manager

REGULAR MEETING OF THE BOARD OF DIRECTORS SOUTH TAHOE PUBLIC UTILITY DISTRICT July 6, 2023 MINUTES

The South Tahoe Public Utility District Board of Directors met in a regular session, 2:00 p.m., at the District Office, located at 1275 Meadow Crest Drive, South Lake Tahoe, California.

ROLL CALL: Board of Directors: President Peterson, Directors Haven, Romsos, Sheehan, Exline
Staff: Paul Hughes, Gary Kvistad, Melonie Guttry, Julie Ryan, Chris Stanley, Trevor Coolidge, Liz Kauffman, Megan Colvey, Heidi Baugh, Ryan Lee, Bren Borley, Brent Goligoski, Greg Dupree, Stephen Caswell, Alec MacLean, Shelly Thomsen, Lauren Benefield, Jamie Taylor, Cuz Cullen, Ross Cole
Guests: Robert Christando

1. **PLEDGE OF ALLEGIANCE:**

2. **COMMENTS FROM THE AUDIENCE:** None

3. **CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR:**

Melonie Guttry announced that the Winter Storms Emergency Response Item is proposed to be added to the Agenda as Action Item 6g. This item was brought to the District's attention after the Agenda was published and cannot wait another two weeks to be addressed. This action requires a 4/5's vote by the Board to be added to the Agenda.

In addition, Consent Item 4a – As Needed Legal Services for Engineering Department, is requested to be pulled from Consent and moved to Action Item 6h.

Consent Item 4e – Calpers Required Pay Listing by Position, is requested to be pulled from Consent and moved to Action Item 6i.

Moved Haven/Second Romsos/Peterson Yes/Haven Yes/Romsos Yes/Sheehan Yes/Exline Yes to approve adding Item 6g – Winter Storms Emergency Response to the Agenda.

4. **ADOPTION OF CONSENT CALENDAR:**

Moved Haven/Second Romsos/Peterson Yes/Haven Yes/Romsos Yes/Sheehan Yes/Exline Yes to approve the Consent Calendar with changes as presented.

a. 2022 SEWER LINE SPOT REPAIRS & LATERAL ABANDONMENT SERVICES

(Heidi Baugh, Purchasing Agent)

1) Approved Change Order No. 2 to balance original contract with final quantities, and 2) authorized Interim General Manager to approve Amendment to Closeout Agreement and Release of Claims with Robotic Sewer Solutions Inc. for the 2022 Sewer Line Spot Repairs & Lateral Abandonment Services Contract.

b. FIELD COMMUNICATIONS UPGRADES

(Taylor Jaime, Staff Engineer)

(1) Approved the proposed Scope of Work from Thunderbird Communications to commission new, and modify existing, field communications instrumentation in an amount not to exceed \$69,000; and, (2) Authorized the Interim General Manager to execute Task Order No. 1A in the amount \$69,000.

c. CALPERS REQUIRED PAY LISTING BY POSITION

(Greg Dupree, Accounting Manager)

Adopted Resolution No. 3250-23 which incorporates the Pay Listing by Position for the pay listing effective May 25, 2023.

d. CALIFORNIA OFFICE OF EMERGENCY SERVICES UNIVERSAL RESOLUTION

(Paul Hughes, Interim General Manager/Chief Financial Officer)

Approved the CalOES Universal Resolution No. 3252-23 required for disaster declaration funding.

e. DUDEK CONSULTANTS TASK ORDER FOR VEGETATION MANAGEMENT PLANNING

(Chris Stanley, Field Operations Manager)

Approved Task Order No. 1 for Dudek Consultants to complete a vegetation management plan (VMP) as provided by a California Tahoe Conservancy grant award.

f. LIABILITY CLAIM AGAINST SOUTH TAHOE PUBLIC UTILITY DISTRICT RECEIVED FROM JOHN JAMES PARISE JR.

(Ryan Lee, Customer Service Manager)

Rejected the Claim against South Tahoe Public Utility District for losses allegedly sustained by John James Parise Jr. and request the Joint Powers Insurance Authority (JPIA) to resolve the Claim.

g. RECEIVE AND FILE PAYMENT OF CLAIMS (Greg Dupree, Accounting Manager)

Received and filed Payment of Claims in the amount of \$6,016,453.50.

h. REGULAR AND SPECIAL BOARD MEETING MINUTES: June 1, 2023 AND JUNE 19, 2023

(Melonie Guttry, Executive Services Manager/Clerk of the Board)

Approved June 1, and June 19, 2023, Minutes

5. CONSENT ITEMS BROUGHT FORWARD FOR SEPARATE DISCUSSION/ACTION: None**6. ITEMS FOR BOARD ACTION:**

- a. Mobile Modular Office Space (Heidi Baugh, Purchasing Agent Julie Ryan, Engineering Department Manager) **Julie Ryan** provided details regarding the contract for needed modular office space and addressed questions from the Board. **President Peterson** proposed that staff research

other alternatives for the interim timeframe in addition to researching a long-term addition option to the Administration Building. **Chris Stanley** suggested the District rent a trailer and require regular snow removal so there are no issues with snowload for the immediate winter while researching other options for the long-term solution.

- b. Baldwin Beach Sewer Realignment Project (Megan Colvey, Senior Engineer) **Megan Colvey** provided details regarding the Sewer Realignment Project and addressed questions from the Board. **Julie Ryan** provided additional details regarding the partnership with the Forest Service on this project.

Moved Romsos/Second Exline/Peterson Yes/Haven Yes/Romsos Yes/Sheehan Yes/Exline Yes to authorize staff to execute the Participating Agreement between the South Tahoe Public Utility District and the United States Department of Agriculture, Forest Service, Lake Tahoe Basin Management Unit for Taylor Tallac Restoration Sewer Line Relocation Project; (2) Approve the proposed Scope of Work from Northwest Hydraulic Consultants to provide design and environmental support services for Baldwin Beach Sewer Realignment Project; and (3) Authorize the Interim General Manager to execute Task Order No. 12 with Northwest Hydraulic Consultants in the amount \$506,500.

- c. Interim General Manager Salary (Liz Kauffman, Human Resources Director) **Liz Kauffman** provided details regarding the proposed salary compensation and addressed questions from the Board. **President Peterson** reported that the Executive Committee met regarding this item and recommends approval.

Moved Romsos/Second Peterson/Peterson Yes/Haven Yes/Romsos Yes/Sheehan Yes/Exline Yes In lieu of Mr. Hughes salary as Chief Financial Officer, approve salary compensation of \$108.26 per hour for the Interim General Manager.

- d. Side Letter Between the District and Stationary Engineers Local 39 and Management Staff (Liz Kauffman, Human Resources Director) **Liz Kauffman** provided details regarding the Side Letters of Agreement for the Union and Management Staff and addressed questions from the Board.

Moved Peterson/Second Haven/Peterson Yes/Haven Yes/Romsos Yes/Sheehan Yes/Exline Yes to approve Side Letters of Agreement dated July 6, 2023, for both the Stationary Engineers Local 39 and Management Staff.

- e. Ordinance Amending Schedule of Units (Ryan Lee, Customer Service Manager) **Ryan Lee** provided details regarding the proposed amendment and Schedule of Units for sewer service charges, and addressed questions from the Board.

Moved Sheehan/Second Haven/Peterson Yes/Haven Yes/Romsos Yes/Sheehan Yes/Exline Yes to adopt Ordinance No. 587-23, an Ordinance of the South Tahoe Public Utility District, amending Administrative Code Section 4.5.6 regarding the Schedule of Units for sewer service charges.

- f. Winter Storms Emergency Response – (Paul Hughes, Interim General Manager/Chief Financial Officer) **Paul Hughes** and **Julie Ryan** provided details regarding the work continuing to be done regarding the emergency response and addressed questions from the Board.

Moved Sheehan/Second Romsos/Peterson Yes/Haven Yes/Romsos Yes/Sheehan Yes/Exline Yes to Pursuant to Public Contract Code Section 22050(c), continue the emergency action to respond to the Winter Storms Emergency pursuant to Resolution No. 3242-23.

- g. **As-Needed Legal Services for Engineering Department** - (Julie Ryan, Engineering Manager) – **Julie Ryan** provided details regarding as-needed legal services for the Engineering Department and addressed questions from the Board.

Moved Haven/Second Peterson/Peterson Yes/Haven Yes/Romsos Yes/Sheehan Yes/Exline Yes Approved Amendment B to Task Order No. 13 in the amount of \$20,000 for as-needed legal services with Best, Best & Krieger LLP.

- h. CalPERS Required Pay Listing by Position (Greg Dupree, Accounting Manager)

Moved Peterson/Second Sheehan/Peterson Yes/Haven Yes/Romsos Yes/Sheehan Yes/Exline Yes Yes to adopt Resolution No. 3251-23 which incorporates the Pay Listing by Position for the pay listing effective June 3, 2023.

7. STANDING AND AD-HOC COMMITTEES AND LIAISON REPORTS:

Director Romsos provided details regarding the Operations Committee Meeting held on June 12, 2023.

President Peterson provided details regarding the Ad-Hoc General Manager Recruitment Committee meetings held June 19, 2023 and at 1:15 p.m. today.

8. BOARD MEMBER REPORTS:

Director Exline provided details regarding his discussion with Sara Letton of the City of South Lake Tahoe regarding California Public Utility Code existing Tariff structure.

9. EL DORADO WATER AGENCY PURVEYOR REPORT:

President Peterson reported he attended the regular meeting on June 14, 2023.

10. STAFF/ATTORNEY REPORTS:

Liz Kauffman reported that Koff & Associates has received more than 90 applications for the General Manager recruitment and is reviewing applications now. The next committee meeting will be July 14, 2023, to review the finalist applications with interviews scheduled for July 31, 2023.

Chris Stanley provided an update regarding a sewer spill from a private line on Tuesday, June 27. The incident was not the District's fault but assisted with cleanup. He further reported regarding a Diamond Valley Ranch spill which was confined in dirt and cleaned up. Lastly, a vehicle hit one of the District's hydrants on Herbert Drive and it was fixed and back in service by that evening.

Stephen Caswell reported that the Waste Water Treatment Plan flows were up a bit, but nothing severe, for the holiday weekend.

11. INTERIM GENERAL MANAGER REPORT:

Paul Hughes reported on several items:

- Provided a staffing update
- Reported that the Board selected Jones Mayer located in Citrus Heights to provide general counsel services. The Contract is being reviewed with a final version being brought to the Board on July 20, 2023.

- Provided an update regarding the County paving projects
- Provided an update regarding the District Annual Picnic/Longevity Awards, and recognized Rod MacLean for 25 years of service, Simon Cuevas for 30 years, and Pat Dolan for 40 years. He further acknowledged Customer Service for Crew of the Year and Rachel Kallas for Employee of the Year.

President Peterson recused himself at 3:40 p.m.

- **Paul Hughes** provided a Tahoe Keys Water Update

President Peterson rejoined the meeting at 3:44 p.m.

12. NOTICE OF PAST AND FUTURE MEETINGS/EVENTS

13. BREAK AND ADJOURN TO CLOSED SESSION: 3:45 p.m.

RECONVENE TO OPEN SESSION: 4:39 p.m.

- a. Pursuant to Government Code Section 54957(a) Conference with Labor Negotiators re: Memorandum of Understanding with Stationary Engineers, Local 39. Present at this Closed Session will be Agency Negotiators: Paul Hughes, CFO/Interim General Manager; Liz Kauffman, Human Resources Director.

No reportable Board Action

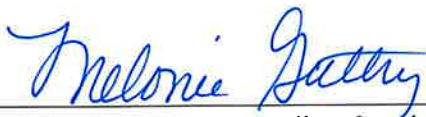
- b. Pursuant to Section 54956.9(d)(1) of the California Government code, Closed Session may be held for conference with legal counsel regarding existing litigation: Yolo County Superior Court Case CV 2021-1686, Alpine County vs. South Tahoe Public Utility District; et al.

No reportable Board Action

ADJOURNMENT: 4:40 p.m.



David Peterson, Board President
South Tahoe Public Utility District



Melonie Guttry, Executive Services Manager/
Clerk of the Board
South Tahoe Public Utility District