



SOUTH TAHOE PUBLIC UTILITY DISTRICT REGULAR BOARD MEETING AGENDA

Thursday, September 16, 2021 - 2:00 p.m.

District Board Room

1275 Meadow Crest Drive, South Lake Tahoe, California

David Peterson, Vice President
Chris Cefalu, Director

BOARD MEMBERS
Shane Romsos, Director

Kelly Sheehan, President
Nick Exline, Director

John Thiel, General Manager

Paul Hughes, Chief Financial Officer

Public Participation

The public is welcome to attend the Board Meetings in person as well as remotely through the call-in number provided below. Anyone wishing to make a public comment will need to attend the meeting in person as call-in attendees will be placed on mute in order to minimize background noise.

South Tahoe Public Utility District Board of Directors Meeting

Please listen to the meeting from your phone:

Dial in Number: 1-562-247-8422

Access Code: 447-820-487

1. **CALL TO ORDER REGULAR MEETING – PLEDGE OF ALLEGIANCE** (At this time, please silence phones and other electronic devices so as not to disrupt the business of the meeting.)
2. **COMMENTS FROM THE AUDIENCE** (This is an opportunity for members of the public to address the Board on any short non-agenda items that are within the subject matter jurisdiction of the District. No discussion or action can be taken on matters not listed on the agenda, per the Brown Act. Each member of the public who wishes to comment shall be allotted five minutes, and no more than three individuals shall address the same subject.)
3. **CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR** (For purposes of the Brown Act, all Action and Consent items listed give a brief description of each item of business to be transacted or discussed. Recommendations of the staff, as shown, do not prevent the Board from taking other action.)
4. **ADOPTION OF CONSENT CALENDAR** (Any item can be removed to be discussed and considered separately upon request. Comments and questions from members of the public, staff or Board can be taken when the comment does not necessitate separate action.)
5. **CONSENT ITEMS BROUGHT FORWARD FOR SEPARATE DISCUSSION/ACTION**

6. ITEMS FOR BOARD ACTION

- a. 2021 Asphalt Patching Services Contract No. 2
(Chris Stanley, Field Operations Manager and Heidi Baugh, Purchasing Agent)
Award a Contract, contingent upon not receiving protest, for 2021 Asphalt Patching Services Contract No. 2 to lowest responsive, responsible bidder.
- b. Diamond Valley Ranch Facilities Emergency Repairs Project
(John Thiel, General Manager)
Continue the emergency action to repair the Diamond Valley Ranch Facilities per Resolution No. 3193-21.
- c. Caldor Fire Emergency Response
(John Thiel, General Manager)
Continue the emergency action to respond to the Caldor Fire per Resolution No. 3194-21.
- d. Approve Payment of Claims (Debbie Henderson, Accounting Manager)
The Payment of Claims was not available when this Agenda was published due to the extended Caldor Fire invoice processing. It will be distributed prior to and at the September 16, 2021, Board meeting.

7. **STANDING AND AD-HOC COMMITTEES AND LIAISON REPORTS** (Discussions may take place; however, no action will be taken.)

8. **BOARD MEMBER REPORTS** (Discussions may take place; however, no action will be taken.)

9. **EL DORADO WATER AGENCY PURVEYOR REPORT**

10. **STAFF/ATTORNEY REPORTS** (Discussions may take place; however, no action will be taken.)

11. **GENERAL MANAGER REPORT** (Discussion may take place; however, no action will be taken.)

- a. Staffing Update
- b. COVID-19
- c. Tahoe Keys Water

12. **NOTICE OF PAST AND FUTURE MEETINGS/EVENTS**

Past Meetings/Events

09/02/2021 – 2:00 p.m. Regular Board Meeting at the District
09/08/2021 – 10:00 a.m. El Dorado Water Agency Meeting in Placerville
09/13/2021 – 3:30 p.m. Operations Committee Meeting at the District
09/15/2021 – 12:00 noon Employee Communications Committee Meeting (Exline Representing)/Annual District Picnic and Longevity Awards to be held virtually

Future Meetings/Events

10/07/2021 - 2:00 p.m. Regular Board Meeting at the District

ADJOURNMENT (The next Regular Board Meeting is Thursday, October 7, 2021, at 2:00 p.m.)

The South Tahoe Public Utility District Board of Directors regularly meets the first and third Thursday of each month. A complete Agenda packet is available for review at the meeting and at the District office during the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. A recording of the meeting is retained for 30 days after Minutes of the meeting have been approved. Items on the Agenda are numbered for identification purposes only and will not necessarily be considered in the order in which they appear. Designated times are for particular items only. Public Hearings will not be called to order prior to the time specified, but may occur slightly later than the specified time.

Public participation is encouraged. Public comments on items appearing on the Agenda will be taken at the same time the Agenda items are heard; comments should be brief and directed to the specifics of the item being considered. Please provide the Clerk of the Board with a copy of all written materials presented at the meeting. Comments on items not on the Agenda can be heard during "Comments from the Audience;" however, action cannot be taken on items not on the Agenda.

Backup materials relating to an open session item on this Agenda, which are not included with the Board packet, will be made available for public inspection at the same time they are distributed or made available to the Board, and can be viewed at the District office, at the Board meeting and upon request to the Clerk of the Board.

The meeting location is accessible to people with disabilities. Every reasonable effort will be made to accommodate participation of the disabled in all of the District's public meetings. If particular accommodations are needed, please contact the Clerk of the Board at (530) 544-6474, extension 6203. All inquiries must be made at least 48 hours in advance of the meeting.

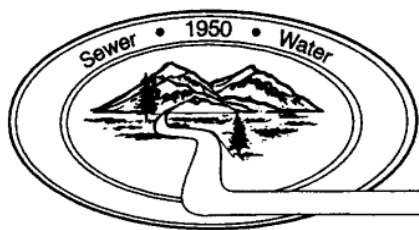


SOUTH TAHOE PUBLIC UTILITY DISTRICT
CONSENT CALENDAR
Thursday, September 16, 2021

ITEMS FOR CONSENT

- a. **OPTION AND LAND LEASE AGREEMENT WITH NEW SINGULAR WIRELESS PCS, LLC (AT&T MOBILITY CORPORATION)**
(Jeff Lees, Manager of Plant Operations)
Authorize execution of the Option and Land Lease Agreement with New Singular Wireless PCS, LLC (AT&T Mobility Corporation) for a communications facility to be located on District property, subject to staff and legal counsel completing negotiations of final terms related to assignment and other minor non-substantive terms.

- b. **REGULAR BOARD MEETING MINUTES: September 2, 2021**
(Melonie Guttry, Executive Services Manager/Clerk of the Board)
Approve September 2, 2021, Minutes.



South Tahoe Public Utility District

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BOARD AGENDA ITEM 4a

TO: Board of Directors

FROM: Jeff Lee, Manager of Plant Operations

MEETING DATE: September 16, 2021

ITEM – PROJECT NAME: Option and Land Lease Agreement with New Singular Wireless PCS, LLC (AT&T Mobility Corporation)

REQUESTED BOARD ACTION: Authorize execution of the Option and Land Lease Agreement with New Singular Wireless PCS, LLC (AT&T Mobility Corporation) for a communications facility to be located on District property, subject to staff and legal counsel completing negotiations of final terms related to assignment and other minor non-substantive terms.

DISCUSSION: The District has been in discussions with representatives of New Singular Wireless PCS, LLC, representing AT&T Mobility Corporation ("AT&T"), since 2019 to co-locate communications equipment on the Verizon Wireless ("Verizon") cell tower located on District property, as well as 525 square feet of ground space adjacent to the tower ("Premises"). Per the District's existing lease with Verizon, Verizon may not sublease any space on the existing tower without the sublessee agreeing to terms for a land lease with the District. The District has been negotiating terms of an Option and Land Lease ("Lease") with AT&T.

If approved, in return for a fee of \$1,000, the District will grant AT&T an option for 12 months, with an automatic renewal for a second 12 months with an additional payment of \$1,000. Anytime during the 24-month option period AT&T may exercise the option (Collectively "Option").

If the Option is exercised, AT&T will be permitted to construct, operate, maintain, and repair a communication facility on the Premises. In exchange, AT&T will pay rent to the District of \$1,500 per month for the first year, which will increase by 3% each subsequent year. The initial term is for five years which will be automatically extended for up to four additional five-year terms if neither party terminates the Agreement.

Staff recommends that the Board authorize execution of the Option and Land Lease Agreement with AT&T for this communication facility on District property, subject to staff and legal counsel completing negotiations of final terms related to assignment and other minor non-substantive terms.

SCHEDULE: N/A

COSTS: N/A

ACCOUNT NO: N/A

BUDGETED AMOUNT AVAILABLE: N/A

ATTACHMENTS: Draft Option and Land Lease Agreement to be provided prior to and at the Board meeting.

CONCURRENCE WITH REQUESTED ACTION:

CATEGORY: Sewer/Water

GENERAL MANAGER: YES *JL* NO

CHIEF FINANCIAL OFFICER: YES *PH* NO



SOUTH TAHOE PUBLIC UTILITY DISTRICT

David Peterson, Vice President
Chris Cefalu, Director

BOARD MEMBERS
Shane Romsos, Director

Kelly Sheehan, President
Nick Exline, Director

John Thiel, General Manager

Paul Hughes, Chief Financial Officer

REGULAR MEETING OF THE BOARD OF DIRECTORS SOUTH TAHOE PUBLIC UTILITY DISTRICT September 2, 2021 MINUTES

The South Tahoe Public Utility District Board of Directors met in a regular session, 2:01 p.m., at the District Office, located at 1275 Meadow Crest Drive, South Lake Tahoe, California.

ROLL CALL:

Board of Directors: President Sheehan, Directors Cefalu, Romsos, Peterson, Exline

Staff: John Thiel, Paul Hughes, Gary Kvistad, Melonie Guttry, Julie Ryan, Chris Stanley, Chris Skelly, Adrian Combes, Jeff Lee, Stephen Caswell, Trevor Coolidge, Jim Hilton, Shelly Thomsen, Tim Bledsoe

CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR:

None

CONSENT CALENDAR:

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

a. 2021 ASPHALT PATCHING SERVICES

(Chris Stanley, Manager of Field Operations Heidi Baugh, Purchasing Agent)

- 1) Approved the Closeout Agreement and Release of Claims for West Coast Paving Inc.; and
- 2) Authorized staff to file a Notice of Completion with the El Dorado County Clerk for this Contract.

b. REGULAR BOARD MEETING MINUTES: August 5, 2021, and August 19, 2021

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

Approved August 5, 2021, and August 19, 2021, Minutes.

ITEMS FOR BOARD ACTION

- a. Backup Server Replacement (Chris Skelly, Information Technology Manager) – **Chris Skelly** presented information regarding the Backup Server Replacement in an attempt to meet the District's Emergency Action Plan Objectives and addressed questions from the Board.

Moved Cefalu/Second Sheehan/Sheehan Yes/Cefalu Yes/Romsos Yes/Peterson Yes/Exline Yes

to 1) Authorize an exception to the District's Purchasing Policy based on Exception No. 4 "due to special circumstances"; and, 2) Authorize the purchase of the Rubrik Backup and Disaster Recovery solution in the amount of \$167,042.42 from General Datatech, L.P.

- b. Sierra Tract Flushing – Increase Authorized Amount (Adrian Combes, Senior Engineer) – **Adrian Combes** provided information regarding the increased authorized amount for the Sierra Tract Flushing and addressed questions from the Board.

Moved Cefalu/Second Sheehan/Sheehan Yes/Cefalu Yes/Romsos Yes/Peterson Yes/Exline Yes

to 1) Authorize an increase of existing Purchase Order No. 2022-00000033 from \$70,000 to \$140,000 for No-Des, Inc., to complete flushing of the Sierra Tract; 2) Add No-Des, Inc., to the District's standardization list for recirculatory flushing services; and, 3) Authorize staff to enter into negotiations with No-Des, Inc. for flushing of the Al Tahoe neighborhood in 2022 in an amount not to exceed \$150,000.

- c. Diamond Valley Ranch Facilities Emergency Repairs Project (John Thiel, General Manager) - **Jim Hilton** provided details regarding the Diamond Valley Ranch Emergency Repairs Project and addressed questions from the Board.

Moved Cefalu/Second Sheehan/Sheehan Yes/Cefalu Yes/Romsos Yes/Peterson Yes/Exline Yes

to continue the emergency action to repair the Diamond Valley Ranch Facilities per Resolution No. 3193-21.

- d. Caldor Fire Emergency Response (John Thiel, General Manager) – **John Thiel** and **Jeff Lee** provided details regarding the Caldor Fire Emergency District Response and addressed questions from the Board. **Shelly Thomsen**, **Jeff Lee**, **Julie Ryan**, **Tim Bledsoe** and **Paul Hughes** also provided information regarding their roles in the Caldor Fire Emergency Response. **Director Romsos** extended his appreciation to staff for all their efforts regarding the Caldor Fire and mentioned that he is monitoring the fire closely and if the GIS Department needs any assistance with mapping, he is willing and able to assist. **Director Peterson** also thanked staff and District partners for the response to the Caldor Fire. **Director Exline** expressed his appreciation for the truly exceptional efforts on behalf of staff.

Moved Cefalu/Second Romsos/Sheehan Yes/Cefalu Yes/Romsos Yes/Peterson Yes/Exline Yes

to authorize the District to: 1) Determine an emergency exists as defined in Section 1102 of the Public Contract Code; 2) Determine substantial evidence has been presented to authorize an exception be made pursuant to Section 22050 of the Public Contract Code that this emergency will not permit a delay resulting from a competitive solicitation for bids and compliance with the District's purchasing requirements and that this action is necessary to respond to the emergency; 3) Adopt Resolution No. 3194-21 delegating authority to the General Manager to order any action necessary to respond to this emergency; 4) Determine this project is exempt from the California Environmental Quality Act pursuant to Public Resources Code section 210808(b)(2) and (4); 5) Authorize filing a Notice of Exemption; and, 6) Approve expenditures necessary to start emergency response of up to \$300,000

- e. Approve Payment of Claims (Debbie Henderson, Accounting Manager)

Moved Sheehan/Second Cefalu/Sheehan Yes/Cefalu Yes/Romsos Yes/Peterson Yes/Exline Yes

to approve Payment of Claims in the amount of \$2,271,837.35.

STANDING AND AD-HOC COMMITTEES AND LIAISON REPORTS:

Director Romsos announced the Sustainability Committee meeting was postponed due to the Caldor Fire.

BOARD MEMBER REPORTS:

President Sheehan is humbled by staff's efforts throughout this fire emergency.

Director Cefalu reported he has been preparing food for first responders at South Tahoe Refuse and there is law enforcement from all over the state in the Tahoe Basin protecting against looting.

EL DORADO WATER AGENCY PURVEYOR REPORT:

Nothing to report

STAFF/ATTORNEY REPORTS:

Nothing to report

GENERAL MANAGER REPORT:

John Thiel provided a COVID-19 update and the District currently has two staff members out with positive test results and one additional potential exposure.

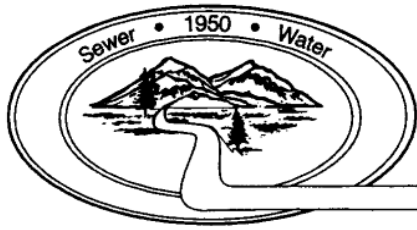
Director Peterson recused himself at 2:55 p.m.

John Thiel provided a Tahoe Keys Water update including that the Tahoe Keys Property Owners Association (TKPOA) Board met on August 26 and approved the Reimbursement Agreement between the District and TKPOA with an official starting date of May 1, in an initial amount of \$100,000.

ADJOURNMENT: 2:57 p.m.

Kelly Sheehan, Board President
South Tahoe Public Utility District

Melonie Guttry, Clerk of the Board
South Tahoe Public Utility District



South Tahoe Public Utility District

Directors
Chris Cefalu
Shane Romsos
David Peterson
Kelly Sheehan
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BOARD AGENDA ITEM 6a

TO: Board of Directors

FROM: Chris Stanley, Field Operations Manager
Heidi Baugh, Purchasing Agent

MEETING DATE: September 16, 2021

ITEM – PROJECT NAME: 2021 Asphalt Patching Services Contract No. 2

REQUESTED BOARD ACTION: Award a Contract, contingent upon not receiving protest, for 2021 Asphalt Patching Services Contract No. 2 to lowest responsive, responsible bidder.

Underground Repair Water/Sewer Departments complete numerous water leaks, service tie-ins and sewer line repairs. Then temporary patch repairs are made to the damaged or cut asphalt. When weather permits, a professional paving contractor must permanently repair these patches.

Staff advertised publicly and solicited bids for the permanent repairs on August 27, 2021. Bids were received and opened at the District offices on Tuesday, September 14, 2021, at 10:00 a.m. The bids were reviewed by staff. The Engineer's Estimate, based on recent bid results and general bidding climate, is \$250,000. A breakdown of the bid tally and bid review will be provided prior to the Board meeting.

Total bid values are estimates based upon bid prices multiplied by an estimated number of patches of various sizes plus related work. The estimated factors are based upon historical data together with new projections of work. Although, the actual quantities and total may vary, unit bid prices will remain firm.

Staff recommends that Board award a Contract, contingent upon not receiving protest, for 2021 Asphalt Patching Services Contract No. 2 to lowest responsive, responsible bidder.

SCHEDULE: Upon Board approval

COSTS:

ACCOUNT NO: 2024.6052

BUDGETED AMOUNT AVAILABLE: \$226,740

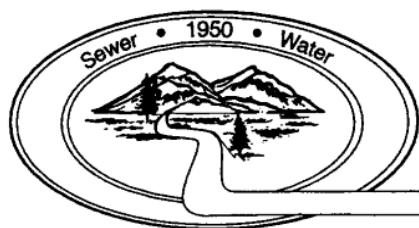
ATTACHMENTS: Bid Summary breakdown and bid tally will be provided prior to and at the Board meeting.

CONCURRENCE WITH REQUESTED ACTION:

CATEGORY: Sewer/Water

GENERAL MANAGER: YES *JS* NO

CHIEF FINANCIAL OFFICER: YES *PH* NO



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BOARD AGENDA ITEM 6b

TO: Board of Directors
FROM: John Thiel, General Manager
MEETING DATE: September 16, 2021
ITEM – PROJECT NAME: Diamond Valley Ranch Facilities Emergency Repairs Project

REQUESTED BOARD ACTION: Continue the emergency action to repair the Diamond Valley Ranch Facilities per Resolution No. 3193-21.

DISCUSSION: The Board declared the Diamond Valley Ranch Facilities Emergency Repairs Project as an emergency on August 5, 2021. District staff will provide an update to the Board on the status of the emergency repairs.

Public Contract Code Section 22050(c) requires the Board to review the emergency action at every Board meeting thereafter until the emergency action is terminated. The Board must determine by a 4/5's vote that there is a need to continue the emergency action. District staff is requesting that the Board continue the emergency action for the repairs of the Diamond Valley Ranch Facilities.

SCHEDULE: Repairs to be completed as soon as possible

COSTS:

ACCOUNT NO: N/A

BUDGETED AMOUNT AVAILABLE: Funded with reserves

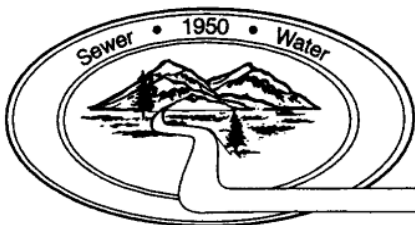
ATTACHMENTS: N/A

CONCURRENCE WITH REQUESTED ACTION:

CATEGORY: Sewer/Water

GENERAL MANAGER: YES *JT* NO

CHIEF FINANCIAL OFFICER: YES *PH* NO



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BOARD AGENDA ITEM 6c

TO: Board of Directors
FROM: John Thiel, General Manager
MEETING DATE: September 16, 2021
ITEM – PROJECT NAME: Caldor Fire Emergency Response

REQUESTED BOARD ACTION: Continue the emergency action to respond to the Caldor Fire per Resolution No. 3194-21.

DISCUSSION: The Board declared the Caldor Fire as an emergency on September 2, 2021. District staff will provide an update to the Board on the status of the emergency response.

Public Contract Code Section 22050(c) requires the Board to review the emergency action at every Board meeting thereafter until the emergency action is terminated. The Board must determine by a 4/5's vote that there is a need to continue the emergency action. District staff is requesting that the Board continue the emergency action for the response to the Caldor Fire.

SCHEDULE: Active

COSTS: Up to \$300,000

ACCOUNT NO: N/A

BUDGETED AMOUNT AVAILABLE: N/A

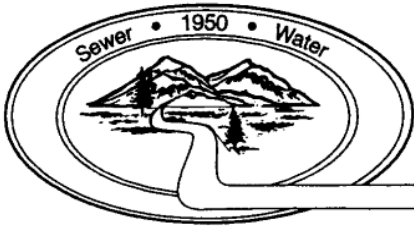
ATTACHMENTS: N/A

CONCURRENCE WITH REQUESTED ACTION:

CATEGORY: Sewer

GENERAL MANAGER: YES *JT* NO

CHIEF FINANCIAL OFFICER: YES *PH* NO



South Tahoe Public Utility District

General Manager
John Thiel

Directors
Chris Cefalu
Shane Romsos
David Peterson
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BOARD AGENDA ITEM 6d

TO: Board of Directors
FROM: Debbie Henderson, Accounting Manager
MEETING DATE: September 16, 2021
ITEM – PROJECT NAME: Payment of Claims

REQUESTED BOARD ACTION: Approve Payment of Claims

DISCUSSION: The Payment of Claims was not available when this Agenda was published due to the extended Caldor Fire invoice processing. It will be distributed prior to and at the September 16, 2021, Board meeting.

SCHEDULE: September 16, 2021

COSTS: N/A

ACCOUNT NO: N/A

BUDGETED AMOUNT AVAILABLE: N/A

ATTACHMENTS: Interoffice Memo


CONCURRENCE WITH REQUESTED ACTION:

CATEGORY: Sewer/Water

GENERAL MANAGER: YES *JT* NO

CHIEF FINANCIAL OFFICER: YES *PH* NO

interoffice	
MEMORANDUM	SOUTH TAHOE PUBLIC UTILITY DISTRICT

to:	Board of Directors
from:	Paul Hughes, Chief Financial Officer 
subject:	Payment of Claims Report
date:	September 9, 2021

As a result of the Caldor fire, Accounts Payable has extended the deadline for submitting invoices to Friday, September 10. As such, the Payment of Claims report will be delivered to you on or about Tuesday, September 14.

Your cooperation with this accommodation is appreciated.