

**SOUTH TAHOE PUBLIC UTILITY DISTRICT**  
**REGULAR BOARD MEETING AGENDA**  
**Thursday, February 18, 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**

In accordance with Executive Order N-29-20, the District Board Room will be closed to members of the public and all public participation will be handled remotely through the GoToWebinar listed below:

**South Tahoe Public Utility District Board of Directors Meeting**

**Please join the meeting from your computer, tablet or smartphone:**

Please register for South Tahoe Public Utility District Board Meeting – February 18, 2021 2:00 PM

<https://attendee.gotowebinar.com/register/7095152245523976463>

After registering, you will receive a confirmation email containing information about joining the webinar.

**You can also dial in using your phone:**

1-866-952-8437

Access Code: 630-639-698

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. Purchase of a 2022 Western Star 4700 Chassis Dump Truck  
(Cliff Bartlett, Fleet/Equipment Supervisor)  
1) Approve exception from formal competitive solicitation based on the District's Purchasing Policy exemption when using competitively awarded cooperative agreements that leverage the state's buying power; and, 2) Approve the purchase of one 2022 Western Star 4700 Chassis with a 15 foot/12 yard dump bed from the National Auto Fleet Group in conjunction with the Sourcewell Contract Number 060920-NAF in the estimated amount of \$172,523.91.
- b. Electronic Signature Ordinance  
(Tim Bledsoe, Manager of Customer Service)  
Approve Ordinance No. 579-21 to permit the South Tahoe Public Utility District to utilize electronic signatures.
- c. Approve Payment of Claims  
(Debbie Henderson, Accounting Manager)  
Approve Payment of Claims in the amount of \$1,704,090.44.

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

- a. Solar Ad-Hoc Committee Appointments

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

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

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

- a. Staffing
- b. COVID-19
- c. Connected Communities Grant

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

- a. Sewer System Inspection Annual Update (Ryan Lee, Asset Management Analyst)

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

**Past Meetings/Events**

- 02/04/2021 – 2:00 p.m. Regular Board Meeting at the District
- 02/10/2021 – 10:00 a.m. El Dorado Water Agency Meeting in Placerville
- 02/15/2021 – Presidents' Day Holiday District Offices Closed
- 02/16/2021 – 3:30 p.m. Operations Committee Meeting at the District
- 02/17/2021 – 8:00 a.m. Employee Communications Committee Meeting (Romsos Representing)

**Future Meetings/Events**

- 03/04/2021 - 2:00 p.m. Regular Board Meeting at the District

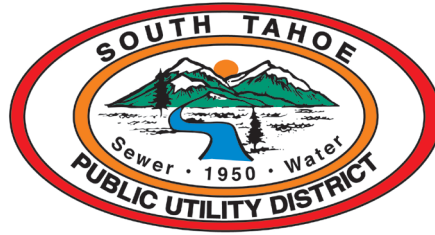
**ADJOURNMENT** (The next Regular Board Meeting is Thursday, March 4, 2021, at 2:00 p.m.)

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.

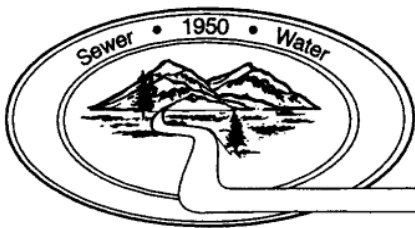
The meeting location is accessible to people with disabilities. Every reasonable effort will be made to accommodate participation of the disabled in all of the District's public meetings. If particular accommodations are needed, please contact the Clerk of the Board at (530) 544-6474, extension 6203.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



**SOUTH TAHOE PUBLIC UTILITY DISTRICT**  
**CONSENT CALENDAR**  
**Thursday, February 18, 2021**

**ITEMS FOR CONSENT**

- a. **RESOLUTION FOR BUREAU OF RECLAMATION WATERSMART SMALL-SCALE WATER EFFICIENCY PROJECTS FISCAL YEAR 2021 GRANT**  
(Lynn Nolan, Grants Coordinator)  
Adopt Bureau of Reclamation WaterSMART Small-Scale Water Efficiency Projects Grant Program Resolution No. 3163-21 approving grant funding for a pressure reducing valve program.
- b. **UNIFORM AND LINEN SERVICE CONTRACT**  
(Heidi Baugh, Purchasing Agent)  
Authorize a 2-year Contract renewal with Aramark Uniform Services, formerly AmeriPride Services, in an estimated amount of \$33,000 per year.
- c. **2020 LUTHER PASS PUMP STATION IMPROVEMENTS PROJECT**  
(Brent Goligoski, Associate Engineer)  
Approve Change Order No. 2 to TNT Industrial Contractors, Inc., in the amount of \$30,660.66.
- d. **MIGRATION AND IMPLEMENTATION SERVICES FOR MICROSOFT OFFICE 365**  
(Chris Skelly, Information Technology Manager and Brian Bartlett, Network/Telecom System Administrator)  
Authorize staff to enter into a professional services Contract with Communication Square LLC as the responsive, responsible bidder on the Migration and Implementation Services for Microsoft Office 365, not to exceed \$35,000.
- e. **REGULAR BOARD MEETING MINUTES: February 4, 2021**  
(Melonie Guttry, Executive Services Manager/Clerk of the Board)  
Approve February 4, 2021, Minutes



# South Tahoe Public Utility District

1275 Meadow Crest Drive • South Lake Tahoe • CA 96150-7401  
Phone 530 544-6474 • Fax 530 541-0614 • www.stpud.us

## BOARD AGENDA ITEM 4a

**TO:** Board of Directors  
**FROM:** Lynn Nolan, Grants Coordinator  
**MEETING DATE:** February 18, 2021  
**ITEM – PROJECT NAME:** Resolution for Bureau of Reclamation WaterSMART Small-Scale Water Efficiency Projects Fiscal Year 2021 Grant

**REQUESTED BOARD ACTION:** Adopt Bureau of Reclamation WaterSMART Small-Scale Water Efficiency Projects Grant Program Resolution No. 3163-21 approving grant funding for a pressure reducing valve program.

**DISCUSSION:** South Tahoe Public Utility District staff is requesting approval to submit a grant application to the Bureau of Reclamation WaterSMART Small-Scale Water Efficiency Projects Grant Program for a pressure reducing valve installation program on the District's largest water producing infrastructure. The grant is limited to \$75,000 with a \$75,000 match. The attached Resolution is a requirement of the funding application.

**SCHEDULE:** Final application due March 4, 2021

**COSTS:** Match costs are associated with this item

**ACCOUNT NO:** N/A

**BUDGETED AMOUNT REMAINING:** N/A

**ATTACHMENTS:** Resolution No. 3163-21

**CONCURRENCE WITH REQUESTED ACTION:**

**CATEGORY:** Water

**GENERAL MANAGER:** YES    *JT*    NO                     

**CHIEF FINANCIAL OFFICER:** YES    *PH*    NO



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AYES:  
NOES:  
ABSENT:

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Kelly Sheehan, Board President  
South Tahoe Public Utility District

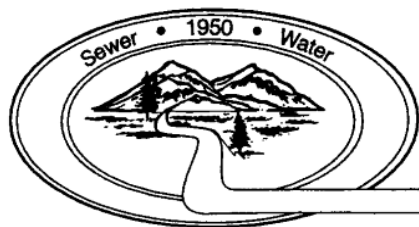
I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the STPUD Board of Directors held on February 18, 2021.

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

General Manager  
John Thiel

Directors  
Chris Cefalu  
Shane Romsos  
David Peterson  
Kelly Sheehan  
Nick Exline



# South Tahoe Public Utility District

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## BOARD AGENDA ITEM 4b

**TO:** Board of Directors  
**FROM:** Heidi Baugh, Purchasing Agent  
**MEETING DATE:** February 18, 2021  
**ITEM – PROJECT NAME:** Uniform and Linen Service Contract

**REQUESTED BOARD ACTION:** Authorize a 2-year Contract renewal with Aramark Uniform Services, formerly AmeriPride Services, in an estimated amount of \$33,000 per year.

**DISCUSSION:** Formal bids were solicited for uniform and linen services in 2016/17. The bid included options to renew the Contract for four additional 2-year terms. Services have been satisfactory with the lowest responsive, responsible bidder, AmeriPride Services. In 2020, AmeriPride Services was purchased by Aramark Uniform Services, who took over the Contract maintaining the same terms. Staff wishes to renew the Contract at this time (second of four, 2-year extensions). Prices will continue at the same rates.

**SCHEDULE:** March 22, 2021 – March 21, 2023

**COSTS:** \$33,000

**ACCOUNT NO:** Various 4308

**BUDGETED AMOUNT AVAILABLE:** \$31,550 (FY 2021/2022)

**ATTACHMENTS:** None

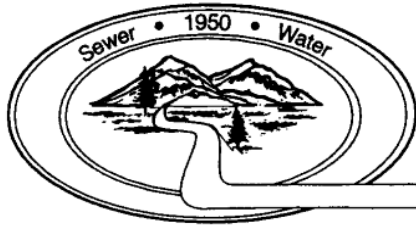
**CONCURRENCE WITH REQUESTED ACTION:**

**CATEGORY:** Sewer/Water

**GENERAL MANAGER:** YES    *JT*    NO           

**CHIEF FINANCIAL OFFICER:** YES    *PH*    NO





# South Tahoe Public Utility District

Directors  
Chris Cefalu  
Shane Romsos  
David Peterson  
Kelly Sheehan  
Nick Exline

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Phone 530 544-6474 • Fax 530 541-0614 • www.stpud.us

## BOARD AGENDA ITEM 4c

**TO:** Board of Directors

**FROM:** Brent Goligoski, Associate Engineer

**MEETING DATE:** February 18, 2021

**ITEM – PROJECT NAME:** 2020 Luther Pass Pump Station Improvements Project

**REQUESTED BOARD ACTION:** Approve Change Order No. 2 to TNT Industrial Contractors, Inc., in the amount of \$30,660.66.

**DISCUSSION:** Change Order No. 2 addresses two extra work items that are for work beyond the scope of the original Contract:

- A. During the course of the work to install new appurtenances on the B-line, additional work was identified to extend the life of the new assets and allow for easier maintenance. Additional work was directed to purchase and install a picking eye on a 24 inch blind flange, di-electric unions to separate dissimilar metals, and a 2 inch check valve to prevent debris from entering a drain pipe. Also, in preparation for the installation of the new 24 inch isolation valves on the B-line, the contractor has requested compensation for standby time while District staff drained the existing piping. Lump sum cost Proposals were provided by the contractor and the standby time was tracked and results in an increase to the Contract amount by \$4,645.08.
- B. During the replacement of two 12 inch isolation valves which serve the existing B-line surge system, the contractor encountered multiple unanticipated conditions and changes to the scope of this work. An existing flange coupling adaptor needed to be completely replaced as a replacement gasket for the existing hardware could not be purchased. The actuator mechanism on the new District supplied butterfly valve needed to be disassembled and reversed to fit inside the existing valve manhole. A new pipe spool was fabricated and installed to accommodate the lay length of the new valve. An existing concrete slab had

been cast around the bolts on one of the existing valves and needed to be removed. There was also standby time for the contractor's crew while District staff brought the piping back on-line. Lump sum cost Proposals were provided by the contractor and the time-and-material for these efforts was tracked and results in an increase to the Contract amount by \$26,015.58.

Change Order No. 2 increases the Contract Price from \$1,853,765.85 to \$1,884,426.51.

**SCHEDULE:** As soon as possible

**COSTS:** \$30,660.66 (BSURGE)

**ACCOUNT NO:** 10.30.7058

**BUDGETED AMOUNT AVAILABLE:** <\$236,591>

**ATTACHMENTS:** Change Order No. 2

---

**CONCURRENCE WITH REQUESTED ACTION:**

**CATEGORY:** Sewer/Water

**GENERAL MANAGER:** YES   *JF*   NO                     

**CHIEF FINANCIAL OFFICER:** YES   *PH*   NO

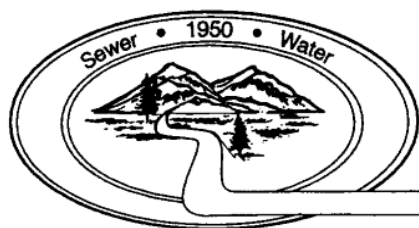


B. Amend Bid Item 7 by \$26,015.58 to reflect actual work performed as directed including reversing the actuator on a District supplied valve, removing an existing unknown concrete slab in the bottom of a manhole in order to replace an existing valve, standby time and excavation and backfill as directed to assist District staff with bringing the piping back into service, replacement of an existing flanged coupling adaptor, and replacement of an existing piping spool to accommodate a new valve installation, as documented in Time and Materials submissions 8, 14, 15, 16, 17, and Contract Change Request 5 (attached). There is no change to the Contract Time related to this change in work.

**TOTAL FOR ITEM B IS \$26,015.58**

**TOTAL FOR CHANGE ORDER 2 IS**

**A+B = \$30,660.66**



# South Tahoe Public Utility District

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Phone 530 544-6474 • Fax 530 541-0614 • www.stpud.us

## BOARD AGENDA ITEM 4d

**TO:** Board of Directors

**FROM:** Chris Skelly, Information Technology Manager  
Brian Bartlett, Network/Telecom System Administrator

**MEETING DATE:** February 18, 2021

**ITEM – PROJECT NAME:** Migration and Implementation Services for Microsoft Office 365

**REQUESTED BOARD ACTION:** Authorize staff to enter into a professional services Contract with Communication Square LLC as the responsive, responsible bidder on the Migration and Implementation Services for Microsoft Office 365, not to exceed \$35,000.

**DISCUSSION:** Pursuant to Board authorization on November 19, 2020, District staff published a Request for Proposal (RFP) for Migration and Implementation Services for Microsoft Office 365. The District received two valid responses and after an extensive review, staff determined Communication Square LLC is the best value to the District. Comparing both responses, Communication Square LLC provided a more comprehensive and inclusive implementation and migration plan for the Scope of Work outlined in the District's RFP. While they were not the lowest project cost quoted, it was determined they provided the best value to the District for the services requested and had the lowest risk of additional Change Orders.

**SCHEDULE:** Complete by June 2021

**COSTS:** Not to exceed \$35,000

**ACCOUNT NO:** 10.56.8183

**BUDGETED AMOUNT AVAILABLE:** \$50,000

**ATTACHMENTS:** Communication Square LLC RFP Response

**CONCURRENCE WITH REQUESTED ACTION:** \_\_\_\_\_ **CATEGORY:** Sewer/Water

**GENERAL MANAGER:** YES    *JT*    NO \_\_\_\_\_

**CHIEF FINANCIAL OFFICER:** YES    *PH*    NO \_\_\_\_\_



Communication Square



South Tahoe  
Public Utility  
District- Migration  
& Implementation  
Services for  
Microsoft Office  
365  
**PROPOSAL**

Submitted by:

**Communication Square LLC**

10

**7108 S Kanner Hwy, Stuart, FL 34997, United States.**

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# TAB 1

## COVER LETTER

South Tahoe Public Utility District  
Information Technology Department

Dec 15, 2020

Dear Chris Skelly,  
Project Manager  
E-mail: cskelly@stpud.dst.ca.us

I submit here with the requested Proposal Titled "Migration & Implementation Services for Microsoft Office 365" to be performed under my direction and supervision. I guarantee that Communication Square LLC has thoroughly studied and fully understood the Request for Proposal's criteria and requirements.

South Tahoe Public Utility District has requested competitive proposals from qualified companies regularly and continuously engaged in the business of providing Migration & Implementation Services for Microsoft's Office 365, in accordance with the configuration and migration required to transition from the current environment to a hosted and secure Microsoft Office 365 solution.

**Communication Square** is a Microsoft Gold Partner that helps companies get more productive and secure in the cloud with Microsoft customized cloud solutions. Through our done-for-you managed services and consulting we will help you get a seamless transition and adoption. Our focus lies in helping you in getting the best business value for all the Microsoft technology. To offer you the most effective services we have certified Microsoft consultant experts that let you implement all Microsoft related IT initiatives. We will enable successful completion of the agreed upon tasks and best practices, tailored to meet your unique needs with the sole goal of helping you get the most out of Microsoft requested services.

Below is the information you requested, with regards to our social media sites and website.

<https://www.facebook.com/communicationsquare>  
<https://twitter.com/csquarellc>  
<https://www.linkedin.com/company/communication-square>  
<https://www.communicationsquare.com/>

Your consideration of our proposal is greatly appreciated, and we look forward to working with you.

If you have any additional questions, feel free to contact me anytime. I look forward to having a discussion with you further on this project.

**Sincerely,**

Favad Qaisar  
CEO, Communication Square LLC  
[favad@communicationsquare.com](mailto:favad@communicationsquare.com)  
7108 S Kanner Hwy,  
Stuart, FL 34997, United States  
[+1 772-210-1040](tel:+17722101040)



SignNow e-signature ID: fbbe969674...  
01/14/2021 08:29:32 UTC

DISTRICT PROVIDED FORMS

**EXHIBIT B - COST PROPOSAL FORM**

**RFP No. 1RFP-20-21-IT01 Title:** Migration & Implementation Services for Microsoft Office 365

Cost or price information shall not be included in any other part of the bid proposal unless specifically requested.

Enter prices for **Migration & Implementation Services for Microsoft Office 365** and other support services. Pricing shall be firm fixed price and shall include all costs in accordance with all contract requirements, including but not limited to fully-burdened labor, payroll and other taxes, fringes, licenses and permits, insurance, workforce productivity, coordination, transportation, field overhead, general and administrative overhead, and profit. The respondent shall submit a cost proposal containing all costs to the District.

<b>Project Cost</b>		
<b>Professional Services (See Section 3 - Scope of Work)</b>	<b>Total Hours</b>	<b>Total Price</b>
I. Planning and Preparation	64	\$100.00
II. Migration and Configuration of Exchange Environment	118	\$100.00
III. Third-party Integrations (KnowBe4, Mimecast, etc.)	32	\$100.00
IV. Migration and Configuration of Collaboration Apps (OneDrive, Teams, etc.)	8	\$100.00
V. Configuration, Testing, and Deployment of Private Microsoft App Store	8	\$100.00
VI. Configuration, Testing, and Deployment of Office Suite Deployment Scripts	24	\$100.00
VII. Documentation	14	\$100.00
VIII. Training	12	\$100.00
<b>Total Project Cost:</b>		<b>\$28,000.00</b>

Exhibit D - Notice of "No Proposal Submittal"

Receipt of this completed form will assist us in calling for future solicitations. Please state the reasons why you are not proposing an offer or bidding. Complete and submit this form prior to the closing date and time as shown on the Notice of Request for Proposals.

RFP No. RFP-2021-IT01 Title: Migration & Implementation Services for Microsoft Office 365

A Proposal is not being submitted for the following reason(s):

Request for Proposal (RFP

- Insufficient time to prepare quote/bid/proposal
- We are unable to competitively quote/bid/propose at this time
- Insufficient information to prepare quote/ bid/ proposal
- Current client commitments, too busy to respond
- The timeframe was too short for us to be able to adequately respond
- The complexity of the RFP makes a response unreasonable
- Is there something in the RFP which prevents interest? \_\_\_\_\_

If the District has stated a budget, the estimated District budget requirements within the RFP were unrealistic. Please state why: \_\_\_\_\_

- Specifications are not sufficiently defined
- Cannot obtain raw materials/goods in time to meet delivery requirements
- Other reasons or additional comments (please explain below)

Comments: \_\_\_\_\_

Company Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**EXHIBIT E - RESPONDENT SIGNATURE / COVER PAGE**

**RFP No. RFP-20-21-IT01 Title: Migration & Implementation Services for Microsoft Office 365**

**1. RESPONDENT**

Firm Name: Communication Square LLC

Contact Name: Favad Qaisar

Principal Address: 7108 S Kanner Hwy, Stuart, FL 34997, United States.

Local Address: 1267 Willis St., STE 200

Redding, CA 96001

Phone: +1-772-210-1040 Fax: +1-347-823-6223

Email: Favad@communicationsquare.com

Structure:  Sole Proprietor  Partnership  Corporation  Joint Venture

Tax ID No: 35-2536011 California Contractor License No: N/A

2. Department of Industrial Relations (DIR) Registration No. N/A

Registration Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Registration Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Registration Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Note: Public works contractors are now able to register for one, two, or three fiscal years (July 1-June 30) to ensure there is no period of lapse during project/contract term.

**3. Prices:**

A. Prices shall be F.O.B. Destination or for the service rendered.

B. Payment Terms: Net 45

C. Proposers shall honor proposal prices for one hundred twenty (120) days or for the stated contract period whichever is longer.

**THIS PROPOSAL IS BEING SUBMITTED BY:**

The undersigned offers and agrees to furnish the goods or services at the price(s) entered herein subject to the terms and conditions attached hereto. I CERTIFY that (1) the proposal document has been read and understood and that all of the conditions contained therein are acceptable, (2) I have thoroughly examined and become familiar with the specifications and/or scope of services outlined in this solicitation and further, to the best of my knowledge the information contained in this bid proposal is accurate and complete and that (3) I have the legal authority to commit this firm to a contractual agreement.

Printed Name: Favad Qaisar Title: CEO

Signature:  Date: 12/22/2020

SignNow e-signature ID: 9d77878499...  
01/14/2021 08:15:46 UTC

**Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding and Reporting (Individuals)**

(Rev. July 2017)

► For use by individuals. Entities must use Form W-8BEN-E.

OMB No. 1545-1621

Department of the Treasury  
Internal Revenue Service

► Go to [www.irs.gov/FormW8BEN](http://www.irs.gov/FormW8BEN) for instructions and the latest information.

► Give this form to the withholding agent or payer. Do not send to the IRS.

**Do NOT use this form if:**

**Instead, use Form:**

- You are NOT an individual . . . . . W-8BEN-E
- You are a U.S. citizen or other U.S. person, including a resident alien individual . . . . . W-9
- You are a beneficial owner claiming that income is effectively connected with the conduct of trade or business within the U.S. (other than personal services) . . . . . W-8ECI
- You are a beneficial owner who is receiving compensation for personal services performed in the United States . . . . . 8233 or W-4
- You are a person acting as an intermediary . . . . . W-8IMY

**Note:** If you are resident in a FATCA partner jurisdiction (i.e., a Model 1 IGA jurisdiction with reciprocity), certain tax account information may be provided to your jurisdiction of residence.

**Part I Identification of Beneficial Owner** (see instructions)

<b>1</b> Name of individual who is the beneficial owner FAVAD QAISAR		<b>2</b> Country of citizenship PAKISTAN	
<b>3</b> Permanent residence address (street, apt. or suite no., or rural route). <b>Do not use a P.O. box or in-care-of address.</b> 20 ATATRUK AVENUE F6/3			
City or town, state or province. Include postal code where appropriate. ISLAMABAD 44000		Country PAKISTAN	
<b>4</b> Mailing address (if different from above) 30N GOULD ST			
City or town, state or province. Include postal code where appropriate. SHERDIAN, WY, 82801		Country USA	
<b>5</b> U.S. taxpayer identification number (SSN or ITIN), if required (see instructions) 35-2536011		<b>6</b> Foreign tax identifying number (see instructions) 4378727-4	
<b>7</b> Reference number(s) (see instructions) COMMUNICATION SQUARE LLC		<b>8</b> Date of birth (MM-DD-YYYY) (see instructions) 02-22-1986	

**Part II Claim of Tax Treaty Benefits** (for chapter 3 purposes only) (see instructions)

**9** I certify that the beneficial owner is a resident of PAKISTAN within the meaning of the income tax treaty between the United States and that country.

**10 Special rates and conditions** (if applicable—see instructions): The beneficial owner is claiming the provisions of Article and paragraph \_\_\_\_\_ of the treaty identified on line 9 above to claim a \_\_\_\_\_ % rate of withholding on (specify type of income): \_\_\_\_\_

Explain the additional conditions in the Article and paragraph the beneficial owner meets to be eligible for the rate of withholding: \_\_\_\_\_

**Part III Certification**

Under penalties of perjury, I declare that I have examined the information on this form and to the best of my knowledge and belief it is true, correct, and complete. I further certify under penalties of perjury that:

- I am the individual that is the beneficial owner (or am authorized to sign for the individual that is the beneficial owner) of all the income to which this form relates or am using this form to document myself for chapter 4 purposes,
- The person named on line 1 of this form is not a U.S. person,
- The income to which this form relates is:
  - (a) not effectively connected with the conduct of a trade or business in the United States,
  - (b) effectively connected but is not subject to tax under an applicable income tax treaty, or
  - (c) the partner's share of a partnership's effectively connected income,
- The person named on line 1 of this form is a resident of the treaty country listed on line 9 of the form (if any) within the meaning of the income tax treaty between the United States and that country, and
- For broker transactions or barter exchanges, the beneficial owner is an exempt foreign person as defined in the instructions.

Furthermore, I authorize this form to be provided to any withholding agent that has control, receipt, or custody of the income of which I am the beneficial owner or any withholding agent that can disburse or make payments of the income of which I am the beneficial owner. **I agree that I will submit a new form within 30 days if any certification made on this form becomes incorrect.**

Sign Here ►

12/23/2020

Signature of preparer (if preparer is not the individual authorized to sign for beneficial owner)

Date (MM-DD-YYYY)

FAVAD QAISAR

Print name of signer

Capacity in which acting (if form is not signed by beneficial owner)





**EXHIBIT H – NONCOLLUSION DECLARATION TO BE EXECUTED  
BY  
BIDDER AND SUBMITTED WITH BID**

The undersigned declares:

I am the CEO (Position) of Communication Square LLC (Firm), the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 12/21/2020 [date], at South Lake Tahoe [city], California [state].

Fard  
\_\_\_\_\_  
Signature of Declarer

Subscribed and sworn to before me this 21 day of December, 2020.

[Signature]  
\_\_\_\_\_  
Signature of Notary Public in and for the

County of Miami-Dade  
State of Florida





## EXHIBIT I – CERTIFICATION OF INSURABILITY

I hereby swear (or affirm) under the penalty of perjury:

As an authorized representative of the proposing company, should our Company be determined to be the Successful Proposer, our Company will promptly provide such proof of insurance to the District within five (5) business days in reply to the District's *Notice of Intent to Award*. The DISTRICT will remind the Apparent Successful Proposer in the *Notice of Intent to Award* letter. Proof of insurance requirements may be submitted electronically to the email address below with the RFP Number and Title referenced in the Subject field:

To: [cskelly@stpud.us](mailto:cskelly@stpud.us)

Contracts will not be executed until formal proof of all required insurance(s) pursuant to **Exhibit N – Master Agreement for Consulting Services for Proposal No. RFP-20-21-IT01 Title: Migration & Implementation Services for Microsoft Office 365** have been received and approved by the DISTRICT. It is agreed that the Apparent Successful Proposer shall maintain in force at all times during the performance of the engagement all policy or policies of insurance.

If the DISTRICT requires corrections (i.e., limits, endorsements) the Successful Proposer has five (5) days from such request to complete all corrections. Failure to meet these deadlines will allow the DISTRICT the right to reject the Proposer's proposal as non-responsive and proceed to the next finalist.

I hereby assure South Tahoe Public Utility District that the company has or is able to procure the insurance coverage(s) required should the Company be awarded the Contract and shall maintain all the insurance requirements by the submission of this offer.

Communication Square LLC

Proposer Company Name

Signature of Authorized Representative Signing on behalf on Proposer

Favad Qaisar

Print Name of Authorized Representative of Proposer Company

12/17/2020

Date

## EXHIBIT J - BIDDER DISCLOSURE STATEMENTS

The Bidder must provide a declarative (yes/no) answer regarding the following questions. If any answer is affirmative, the Bidder must provide full details about the matter. While not an automatic cause for disqualification, an affirmative answer may result in an evaluation of the Bidder’s responsibility. A decision will then be made based on the seriousness of the matter, the matter’s possible impact on the performance of the contract, and the best interests of the South Tahoe Public Utility District.

Within the past five (5) years:

ITEM	DISCLOSURE STATEMENT	YES	NO
A.	Has the Bidder and/or subject company had a contract terminated for default or cause?		✓
B.	Has the Bidder and/or subject company been assessed any penalties, including liquidated damages, under any of its existing or past contracts with any organization or governmental entity?		✓
C.	Has the Bidder and/or subject company been the subject of any governmental action limiting the right of the Bidder and/or subject company to do business with that entity or any other governmental entity?		✓
D.	Has trading in the stock of the subject company ever been suspended? Give date and explanation.		✓
E.	Has the Bidder and/or subject company previously operated as a like-kind business under any other business name and/or taxpayer identification number?		✓
F.	Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the subject company, filed bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding?		✓
G.	Has the Bidder and/or subject company, any company officer, or any owner of a twenty (20%) percent interest or greater in the company, been convicted of a felony or is currently under indictment on any felony charge?		✓

By the signature affixed to **Exhibit E – Offer Signature / Cover Page** of this Solicitation, Respondent hereby certifies that the above information is true and accurate.

**This completed form must be returned as part of the bid response. Failure to complete this page may deem your bid not responsive.**



## EXHIBIT K – CLIENT REFERENCES

The following is a list of four (4) references that most closely reflect similar projects to the scope of services/work of the South Tahoe Public Utility District within the past three (3) years. References will be asked to complete a questionnaire and asked to return it to the Information Technology Department directly by a designated date and time. It is the Respondent's responsibility to ensure that Reference Contacts are willing to provide a reference. To expedite the evaluation process the District requests accurate email and/or fax number information be provided.

### **Reference #1**

Name of Organization: Reynolds Logistics Ltd.

Address: Unit D6 Santry Business Park, Swords Road, Dublin D09 V990

Email Address: bbulawa@reynoldslogistics.ie Fax: N/A

Telephone: +48 536 332 112 Contact Name: Bartosz Bulawa

Contact Title: Operations Support Manager Service Dates: November 2016

Project Manager: Japhet Martinez Bid No. (if applicable) N/A

Summary of Project: Communication Square Deployed Unified Communication Solutions for Reynolds to transform their Collaboration and Teamwork Processes.

Solution: Skype for Business & Phone System.

Project Cost: \$30,000

### **Reference #2**

Name of Organization: Department of Corrections & Rehab California (Government Reference)

Address: 16809 Peoria Flat Rd, Jamestown, CA 95327, United States

Email Address: Devin.Holmes@cdcr.ca.gov Fax: N/A

Telephone: +1 209-984-4464 Contact Name: Devin Holmes

Contact Title: Section Chief Service Dates: January 2021-2024

Project Manager: Ahmed Saroosh Khan Bid No. (if applicable) N/A

Summary of Project: Microsoft Licensing Solutjon for Education, Servers and Office

Project Cost: \$100,000

**Reference #3**

Name of Organization: Avella Specialty Pharmacy

Address: 24416 N 19th Ave, Phoenix, AZ 85085, United States

Email Address: Mark.cook@Avella.com Fax: N/A

Telephone: +1-602-501-6703 Contact Name: Mark Cook

Contact Title: Unified Communications Engineer Service Dates: March 2018

Project Manager: Japhet Martinez Bid No. (if applicable) N/A

Summary of Project: As support for Exchange 2010 was eradicated in May 2015 there was a need for Avella to  
upgrade to Exchange 2016 and this proved to be their business's "wow" factor.  
Solution: Exchange 2016

Project Cost: \$28000

**Reference #4**

Name of Organization: Positive Behavior Support Corporation

Address: 7108 S Kanner Hwy, Stuart, FL 34997, United States

Email Address: mnolan@teampbs.com Fax: N/A

Telephone: +1 772-349-6317 Contact Name: Michael Nolan

Contact Title: President Service Dates: February 2018

Project Manager: Favad Qaisar Bid No. (if applicable) N/A

Summary of Project: To support the growing needs of PBS, Communication Square fulfilled a PBX to  
Cloud Migration by initially deploying a Lync Server and later upgrading to Skype for Business.  
Solution: Skype for Business & Phone System

Project Cost: \$35000



**EXHIBIT M – SUBCONTRACTOR STATEMENT**

**(IMPORTANT NOTE: This form MUST be returned with Respondent’s bid proposal)**

(This form may be duplicated to provide additional subcontractor information)

The Prime Contractor is required to state the name and address of each subcontractor who will perform work in an amount in excess of one-half of one percent (0.5%) of the total contract price and the portion of the work that each subcontractor will do. The undersigned submits herewith this list of subcontractors whom they propose to employ on the work, with the proper firm name and business address of each and a statement of work or proposed item that will be done by each subcontractor.

**Check if Subcontractor will be used: Yes [ ] No [x]**

The following person(s) **will be** [ ] or [ ] **have been contracted** to furnish labor and/or materials for this project: \_\_\_\_\_

\_\_\_\_\_

Subcontractor Company Name: \_\_\_\_\_

DIR Contractor Registration Number: \_\_\_\_\_

Federal ID Number: \_\_\_\_\_

Street Address: \_\_\_\_\_

District, State, Zip: \_\_\_\_\_

\_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Primary Contact & Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

**Type of work:**

- Brickwork / Masonry       Carpentry / Millwork       Concrete
- Electrical – Access Control       Electrical – Fire Alarm       Electrical – Telecommunications
- Elevator       Excavation – Grading       Excavation – Grading (Site Utilities)
- Fire Protection       Flooring       Heavy Construction
- HVAC – Controls       HVAC – Duckwork       HVAC – Hydronic
- Landscaping       Painting       Paving
- Plumbing       Roofing /Siding/  
Sheet Metal       Windows / Curtainwall
- Wrecking / Demolition       Material Supplier Only       Other: Specify \_\_\_\_\_

Comments: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_



SignNow e-signature ID: 3f20121c4d...  
01/14/2021 08:22:54 UTC

Printed Name/Title: Favad Qaisar

# ADDENDUM NO. 1

TO

## MITIGATION & IMPLEMENTATION SERVICES FOR MICROSOFT OFFICE 365

(Solicitation No. RFP-20-21-IT01)

South Tahoe Public Utility District  
South Lake Tahoe, California

### THE FOLLOWING CHANGES ARE TO BE MADE TO THE REQUEST FOR PROPOSALS:

1. **PROPOSAL DUE DATE AND TIME:**

- A. **REPLACE:** "December 31, 2020 AT 2:00 p.m. (PST)" on page 1 of 37  
**WITH:** "January 15, 2021 AT 2:00 p.m. (PST)".

2. **PROPOSAL DUE DATE AND TIME:**

- A. **REPLACE:** "December 31, 2020 AT 2:00 p.m. (PST)" on page 3 of 37  
**WITH:** "January 15, 2021 AT 2:00 p.m. (PST)".

This Addendum No. 1, page 1 shall become part of the Contract and all provisions of the Contract shall apply therein.

SOUTH TAHOE PUBLIC UTILITY DISTRICT

December 23, 2020



Heidi Baugh, Purchasing Agent  
Ph. (530) 543-6270

**SUBMIT A SIGNED COPY OF THIS ADDENDUM WITH YOUR BID.**

Signature  \_\_\_\_\_

Signature must be legally authorized to bind bidder

Printed Name **Favad Qaisar** Firm **Communication Square LLC**



## BUSINESS ORGANIZATION AND CREDENTIALS

### Firms Qualifications and Experience

#### *Introduction*

An organization that helps Small and Medium sized Enterprises get more productive & secure in the cloud. Communication Square LLC is a leading Microsoft Partner across the globe. From healthcare companies to telecommunication providers and logistics movers – we help government & businesses utilize the power of world’s No.1 Cloud infrastructure – Microsoft Cloud.

Founded in 2015, Communication Square has succeeded in achieving recognition in its early years. A Microsoft Gold Partner for over 5 years, Communication Square takes pride in holding 10 Gold and 12 Silver competencies. We are based in the United States, Europe, and Southeast Asia.

Communication Square drives your firm to data-driven horizons. We are trusted to provide cloud users with ready solutions to help manage, migrate, and protect their data.

#### *Achievements*

##### *Communication Square-ranks amongst top 7% of Microsoft Partners worldwide*

Microsoft has some amazing solutions that protect your data and help use it to become more productive - with the right setup and proper training. Our Microsoft Certified Professionals who have years of market knowledge and understanding complete the process by simplifying Microsoft's solutions and making them available for everyone, and the experience as relevant and seamless as possible.

##### *Microsoft Co-Sell Ready Partner*

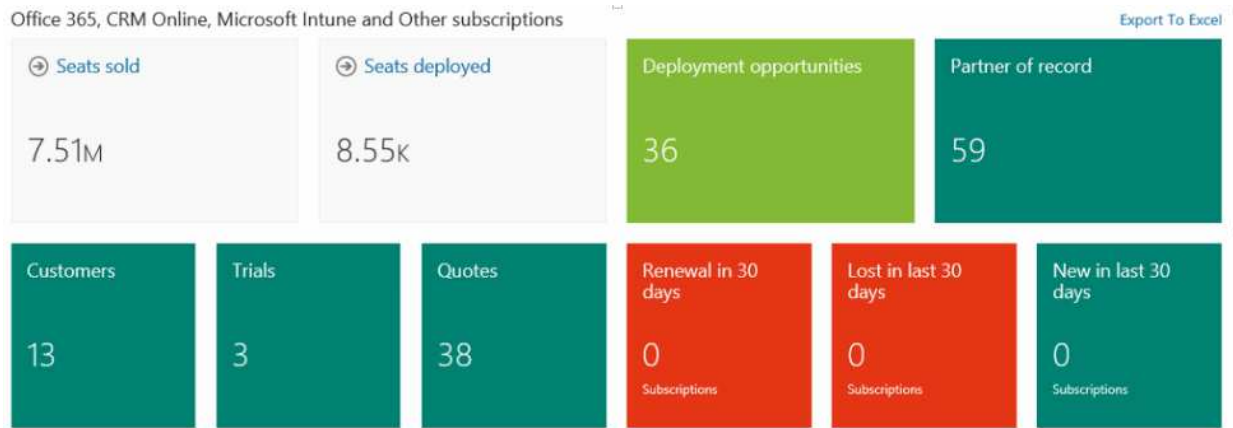
As a Microsoft Co-Sell Ready Partner, Microsoft has preferred us as one of the Select Go-to-Partners, not only in USA but worldwide. Microsoft invites us to participate in opportunities identified by their own Sales Team.

##### *Microsoft Fast Track Enabled Partner*

Communication Square was one of the first 200 Partners to be onboarded in the Fast-Track Enabled Category out of more than 500,000 Partners worldwide. Microsoft Fasttrack Team works with selected partners who help customers define their vision for a successful rollout by identifying and prioritizing scenarios. Being a Fast-Track Enabled Partner, Communication Square LLC has direct access to Microsoft Advisory, Planning, and Deployment Team as well as a variety of tools and resources, limited to select partners worldwide. Our Fast-Track Partnership is guaranteed for success.

### Microsoft Tier-1 Cloud Solutions Provider

Communication Square is a Tier 1 Cloud Solution Provider. We work directly with Microsoft as a Distributor and a Solution Provider. Our client relationships run even deeper. With greater engagements, and management services – your business is in the palm of success.



### Seats Sold: 7 Million+ Cloud

Ever since we started, we have successfully helped move 7 Million people into Microsoft Cloud worldwide.

## Microsoft Partnership Certifications

### *Certifications*

**Microsoft Gold Partner with 10 Gold & 12 Silver Competencies.** We help companies utilize the power of world's No.1 Cloud infrastructure – Microsoft Cloud

**Gold Communications (Microsoft Teams)**

**Gold Messaging (Microsoft Exchange)**

**Gold Cloud Productivity (Office 365)**

**Gold Data Platform (SQL)**

**Gold Data Analytics (Power BI)**

**Gold Windows Data Center (Windows Server)**

**Gold Windows and Devices (Windows 10)**

**Gold Data Center**

**Gold Small and Midmarket Cloud Solutions**

Silver Cloud Platform (Azure)

Silver Enterprise Mobility Suite (Mobile Device Management & Rights Management)

Silver Collaboration and Content (SharePoint)

Silver Application Development

## MANDATORY REQUIREMENTS & QUALIFICATIONS

### Microsoft Gold Partner Proof

Microsoft Corporation  
One Microsoft Way  
Redmond, WA 98052-6399

Tel 425 882 8090  
Fax 425 706 7329  
www.microsoft.com



9/23/2020

To whom it may concern:

I hereby confirm that Communication Square has satisfied the requirements and attained the following competencies in the Microsoft Partner Network program.

Communication Square (MPNID: 4558012)  
30 N. Gould St.  
Ste R  
Sheridan, WY - 82801  
United States

- Gold Windows and Devices (Expires on 7/17/2021)
- Gold Cloud Productivity (Expires on 7/17/2021)
- Gold Datacenter (Expires on 7/17/2021)
- Gold Cloud Platform (Expires on 7/17/2021)
- Gold Data Analytics (Expires on 7/17/2021)
- Silver Collaboration and Content (Expires on 7/17/2021)
- Silver Application Development (Expires on 7/17/2021)
- Silver Data Platform (Expires on 7/17/2021)
- Silver Small and Midmarket Cloud Solutions (Expires on 7/17/2021)

Communication Square is currently doing business with Microsoft in the following locations:

- Communication Square Pvt Ltd, PK, Islamabad (Islamabad) (MPNID: 4558013)
- Communication Square, US, Buffalo (Buffalo) (MPNID: 4564710)
- Communication Square, ES, Madrid (Madrid) (MPNID: 4564726)
- Middle-East Office, AE, Dubai (Dubai) (MPNID: 4606595)
- Florida Office, US, Stuart (Stuart) (MPNID: 4888168)
- Communication Square LLP, GB, London (London) (MPNID: 6200606)

Best Regards,



Dan Truax  
General Manager, Partner Digital Experiences and Programs

Microsoft Corporation





Secretary of State  
 Application to Register a Foreign Limited Liability Company (LLC)

LLC-5

**FILED**

Secretary of State  
 State of California

202035610438

Filing Number

12/16/2020

Filing Date

This Space For Office Use Only

**IMPORTANT** — Read Instructions before completing this form.  
 Must be submitted with a current Certificate of Good Standing issued by the government agency where the LLC was formed. See Instructions.

Filing Fee — \$70.00

Copy Fees — First page \$1.00; each attachment page \$0.50;  
 Certification Fee — \$5.00

Note: Registered LLCs in California may have to pay minimum \$800 tax to the California Franchise Tax Board each year. For more information, go to <https://www.ftb.ca.gov>.

1a. LLC Name (Enter the exact name of the LLC as listed on your attached Certificate of Good Standing.)

Communication Square LLC

1b. California Alternate Name, If Required (See Instructions — Only enter an alternate name if the LLC name in 1a not available in California.)

2. LLC History (See Instructions — Ensure that the formation date and jurisdiction match the attached Certificate of Good Standing.)

a. Date LLC was formed in home jurisdiction (MM/DD/YYYY)  
 4 / 28 / 2015

b. Jurisdiction (State, foreign country or place where this LLC is formed.)  
 Wyoming, USA

c. Authority Statement (Do not alter Authority Statement)

This LLC currently has powers and privileges to conduct business in the state, foreign country or place entered in Item 2b.

3. Business Addresses (Enter the complete business addresses. Items 3a and 3b cannot be a P.O. Box or "in care of" an individual or entity.)

a. Street Address of Principal Executive Office - Do not enter a P.O. Box	City (no abbreviations)	State	Zip Code
30N Gould St	Sherdian	WY	82801
b. Street Address of Principal Office in California, if any - Do not enter a P.O. Box	City (no abbreviations)	State	Zip Code
		CA	
c. Mailing Address of Principal Executive Office, if different than item 3a	City (no abbreviations)	State	Zip Code

4. Service of Process (Must provide either Individual OR Corporation.)

INDIVIDUAL — Complete Items 4a and 4b only. Must include agent's full name and California street address.

a. California Agent's First Name (if agent is not a corporation)	Middle Name	Last Name	Suffix
b. Street Address (if agent is not a corporation) - Do not enter a P.O. Box	City (no abbreviations)	State	Zip Code
		CA	

CORPORATION — Complete Item 4c only. Only include the name of the registered agent Corporation.

c. California Registered Corporate Agent's Name (if agent is a corporation) — Do not complete Item 4a or 4b

Registered Agents Inc

5. Read and Sign Below (See Instructions. Title not required.)

By signing, I affirm under penalty of perjury that the information herein is true and correct and that I am authorized to sign on behalf of the foreign LLC.

Signature

*Favod*

Favod Qaisar

Type or Print Name

**STATE OF WYOMING**  
**Office of the Secretary of State**

I, EDWARD A. BUCHANAN, SECRETARY OF STATE of the STATE OF WYOMING, do hereby certify that according to the records of this office,

**Communication Square LLC**  
is a  
**Limited Liability Company**

formed or qualified under the laws of Wyoming did on **April 28, 2015**, comply with all applicable requirements of this office. Its period of duration is Perpetual. This entity has been assigned entity identification number **2015-000685748**.

This entity is in existence and in good standing in this office and has filed all annual reports and paid all annual license taxes to date, or is not yet required to file such annual reports; and has not filed Articles of Dissolution.

I have affixed hereto the Great Seal of the State of Wyoming and duly generated, executed, authenticated, issued, delivered and communicated this official certificate at Cheyenne, Wyoming on this 29th day of September, 2020 at 3:53 AM. This certificate is assigned ID Number 039359035.



  
Secretary of State

202035610438

Notice: A certificate issued electronically from the Wyoming Secretary of State's web site is immediately valid and effective. The validity of a certificate may be established by viewing the Certificate Confirmation screen of the Secretary of State's website <https://wyobiz.wyo.gov> and following the instructions displayed under Validate Certificate.

## Insurance Coverages

Proof of Company's current insurance coverages and other relevant certificates shall be fully provided in case of Intent to Award by the District.



# TAB 2

## PROJECT TEAM DESCRIPTION

All resources at Communication Square are experts **and certified by Microsoft in Microsoft365 and Azure Cloud**. Two of our Microsoft consultants will engage in this project based on the requirements and needs of this project.

Based on their deep expertise and services in Microsoft technologies, please find their attached transcripts and resumes below:

Adding to this, for successful completion of the tasks, additional resources may also be engaged for training and support engagement.

Awais Khalid: Microsoft Technology Associate Transcript

Awais Khalid has been working with Communication Square LLC for the past 3 years.

## Microsoft Certification Official Transcript

Microsoft Certification ID: 989459724

Muhammad Awais Khalid



### Active Certifications

### Achievement Date

Microsoft Certified: Azure Fundamentals  
Certification Number : H332-1937

January 10, 2020

Microsoft Certified: Azure Administrator Associate  
Certification Number : H330-5978

Valid until

January 08, 2020  
January 8, 2022

Microsoft 365 Certified: Modern Desktop Administrator Associate  
Certification Number : H327-1671

Valid until

December 31, 2019  
December 31, 2021

### Exams

### Date Completed

AZ-900 Microsoft Azure Fundamentals

January 10, 2020

AZ-103 Microsoft Azure Administrator

January 8, 2020

MD-100 Windows 10

December 31, 2019

MD-101 Managing Modern Desktops

December 24, 2019

Ateeb Fayyaz: Microsoft Certified Solutions Associate Transcript  
 Ateeb Fayyaz has been working with Communication Square LLC for the past 5 years

## Microsoft Certification Official Transcript

**Microsoft Certification ID: 16256691**

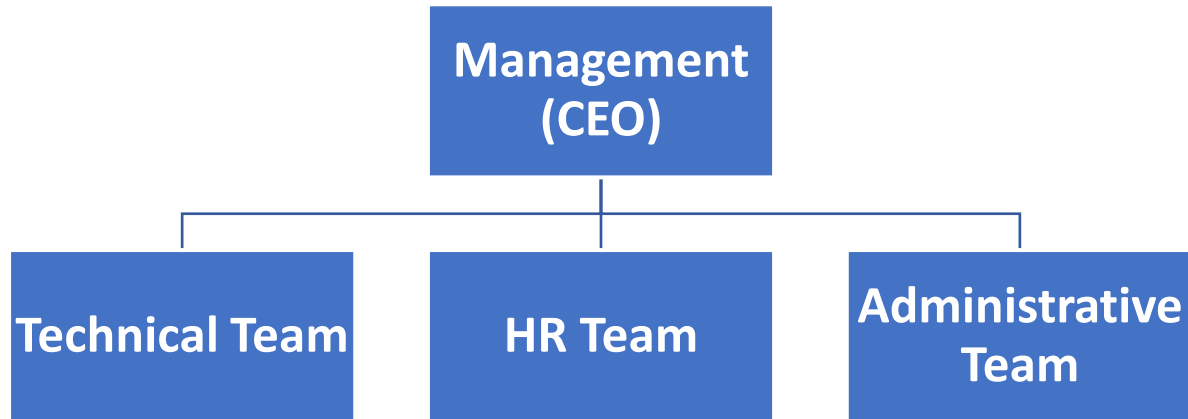
Muhammad Ateeb Fayyaz



Active Certifications	Achievement Date
Microsoft Certified: Azure Fundamentals Certification Number : H332-1783	January 10, 2020
Microsoft Certified: Azure Administrator Associate Certification Number : H330-5911	Valid until January 08, 2020 January 8, 2022
Microsoft Certified: Azure Security Engineer Associate Certification Number : H327-6542	Valid until January 02, 2020 January 2, 2022
Microsoft 365 Certified: Security Administrator Associate Certification Number : H321-7151	Valid until December 24, 2019 December 24, 2021
Microsoft® Certified Solutions Associate: Office 365 Certification Number : G908-8593	August 31, 2018
Microsoft Certified Professional: Microsoft Certified Professional Certification Number : G902-3278	August 18, 2018

Exams	Date Completed
AZ-900 Microsoft Azure Fundamentals	January 10, 2020
AZ-103 Microsoft Azure Administrator	January 8, 2020
AZ-500 Microsoft Azure Security Technologies	January 2, 2020
MS-500 Microsoft 365 Security Administration	December 24, 2019
347 Enabling Office 365 Services	August 31, 2018
346 Managing Office 365 Identities and Requirements	August 18, 2018

## ORGANIZATION CHART



For detailed breakdown of all tasks and time spent on each task, please refer to the project timeline specified in the next tab.

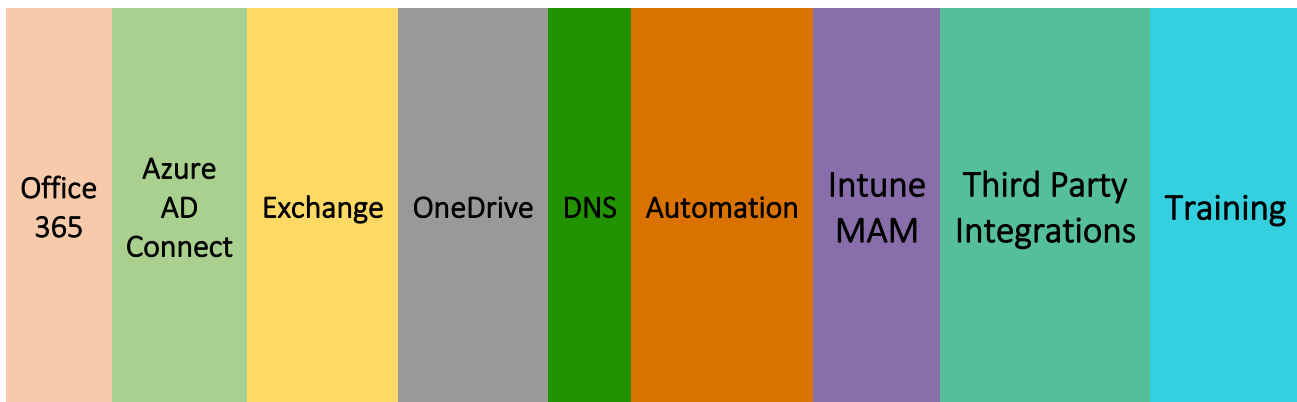
In case of Intent to Award, the contractor shall be informed at least 14 days before the commencement of work, for which the tentative date of 1<sup>st</sup> March 2021 has been set by the District.

# TAB 3

## PROPOSED PROJECT PLAN

The Offeror, Communication Square LLC, hereby offers to furnish to South Tahoe Public Utility District, all goods and/or services pursuant to all requirements, terms, and conditions, in line with the provided breakdown of the project phases as stated in RFP.

### **COLOUR KEY**



**Note: Some tasks are executed parallely due to dependencies on each other. Multiple Resources are engaged throughout the Project, making sure execution of each task as decided.**

Index	Task Description	Task Summary	Service	Due on or before	Estimated Hours
-------	------------------	--------------	---------	------------------	-----------------

## Planning / Preparation

<b>a.</b>	<p><i>The Contractor shall provide the District with an Office 365 migration plan.</i></p>	<p><u>Migration Plan would Include:</u></p> <p>1) Precise Steps Sharing for Migration in Hierarchical Order</p> <p>2) Exact Due Dates would be Shared in the Plan</p> <p>3) Plan would be Including the Performer of each Step</p>	<b>Office 365</b>	<b>March 1, 2021</b>	<b>8 Hours</b>
<b>b.</b>	<p><i>The Contractor shall assist District staff in preparing directory synchronization through Active Directory preparation for Active Directory Federation Services (ADFS) to authenticate users with Office 365 Accounts using current Active Directory credentials.</i></p>	<p><u>Use of AD Credentials with Office 365:</u></p> <p>1) Planning to Setup Azure AD Connect to fulfill Sync and SSO needs i.e., Checking Pre-Requisites</p>	<b>Azure AD Connect</b>	<b>March 2, 2021</b>	<b>8 Hours</b>
<b>c.</b>	<p><i>The Contractor shall assist District staff in setting up and securely configuring Active Directory Federation Services (ADFS).</i></p>	<p><u>Use the same AD Credentials for all the apps:</u></p> <p>1) Plan to configure SSO using Azure AD Connect</p> <p>2) Traditional ADFS Server may also be Planned to Setup after</p>	<b>Azure AD Connect</b>	<b>March 4, 2021</b>	<b>12 Hours</b>

		understanding exact requirements		
d.	The Contractor shall provide DNS / Network / Firewall configuration.	<u>Planning for Perfect DNS Setup:</u> 1) DNS for Office 365 and Internal DNS may be setup as per the requirements 2) Making sure any Network / Firewall to configure for setting up the environment as desired i.e., opening specific ports	DNS	March 10, 2021 8 Hours
e.	The Contractor shall develop, test, and deploy SPF and DMARC DNS Records/Reports for the two District email domains.	<u>Prevent Spams and Clutters:</u> 1) To secure the environment from Spamming and Spoofing, planning and developing records to configure the DNS for our O365.	DNS	March 10, 2021 4 Hours
f.	The Contractor will analyze the District's current Start of Authority DNS providers and recommend a solution to consolidate both internet routable domains to one DNS provider. The contractor will then plan, test, and implement migration of the District's DNS records to the chosen DNS provider.	<u>Having a one Single Domain registrar:</u> 1) Help specifying the required DNS records to be migrated to the	DNS	March 10, 2021 4 Hours



		<p><i>finalized chosen DNS Provider to keep every service running as it is.</i></p>		
g.	<p><i>The Contractor shall recommend a solid communications and training plan for District users including drafting of email notifications and updates for end-users that the District's IT staff can distribute.</i></p>	<p><u>Training Plan to Include:</u></p> <ol style="list-style-type: none"> <li>1) Training Sessions/Guides to be Delivered</li> <li>2) Due Dates</li> <li>3) Performer to be chosen (where required)</li> </ol>	<p><b>Training</b></p>	<p><b>March 5, 2021</b>      <b>8 Hours</b></p>
h.	<p><i>The Contractor shall provide compliance search, e-discovery, archive, mailbox quota and retention planning in compliance with the District's Document Retention Policy.</i></p>	<p><u>Plan the Compliance and eDiscovery:</u></p> <ol style="list-style-type: none"> <li>1) Planning people for eDiscovery holds</li> <li>2) Plan to Automate the Notifications workflow</li> <li>3) Discover the Permissions to be given for eDiscovery i.e., Identifying eDiscovery Managers</li> <li>4) Discuss to Develop required Retention Policy and the Archives.</li> </ol>	<p><b>Exchange</b></p>	<p><b>March 8, 2021</b>      <b>12 Hours</b></p>

## Migration / Configuration

<b>a.</b>	<p><i>The Contractor shall be responsible for all Office 365 setup and configuration.</i></p>	<p><u>Deploying Office 365 Environment:</u></p> <ol style="list-style-type: none"> <li>1) Adding Concerning Domains</li> <li>2) AD Objects Synchronization</li> <li>3) Licensing</li> <li>4) DNS</li> </ol>	<b>Office 365</b>	<b>March 10, 2021</b>	<b>12 Hours</b>
<b>b.</b>	<p><i>The Contractor shall configure the District's new Office 365 environment to report license/usage costs per District Department.</i></p>	<p><u>Office 365 Billing Information:</u></p> <ol style="list-style-type: none"> <li>1) Filters to Identify different Department Users</li> <li>2) Subscription Charges for each Department Users</li> </ol>	<b>Office 365</b>	<b>March 12, 2021</b>	<b>4 Hours</b>
<b>c.</b>	<p><i>The Contractor shall configure and deploy a private store for District Approved Microsoft Store Apps.</i></p>	<p><u>Publish Apps using Intune MAM:</u></p> <ol style="list-style-type: none"> <li>1) Discover the Details for Apps to be Published for the District's Private Approved App Store</li> <li>2) Configuring and Publish Apps</li> </ol>	<b>Intune MAM</b>	<b>March 31, 2021</b>	<b>8 Hours</b>

		<p>for the specified Users</p> <p>3) Automating Processes using Intune Scripting</p> <p>4) Training to IT Staff for Administering Published App Store</p> <p><b><u>Disclaimer:</u></b> Only Windows 10 devices are compatible with Intune MAM; we need to upgrade all devices to Windows 10 OS</p>		
d.	The Contractor shall provide configuration of SMTP service.	<p><u>Configuring SMTP for Office 365 Accounts:</u></p> <p>1) Enable SMTP Tenant Wide</p> <p>2) Identifying Accounts for the SMTP Configuration</p> <p>3) Enable SMTP for the Accounts Identified</p>	Exchange	<p>March 22, 2021</p> <p>8 Hours</p>
e.	The Contractor shall provide configuration of outlook web access and exchange ActiveSync.	<p><u>Use Autodiscover and OWA:</u></p> <p>1) Enabling Users for Auto</p>	Exchange	<p>March 19, 2021</p> <p>2 Hours</p>

		discovery and OWA		
f.	The Contractor shall configure & integrate OneDrive for document collaboration, sharing and train District IT staff how to backup documents stored on OneDrive.	<u>OneDrive to Collaborate and Backup User Documents:</u>  1) Enabling the User Profiles for OneDrive for Business  2) Implementing DLP to revoke processing of Social Security Numbers and Credit Card Numbers  3) Provisioning Users for Teams and creating Document Sites as necessary  4) Training Sessions/Guides for Enabling User Profiles Auto Backup via OneDrive for Business Settings / using GPO where applicable	OneDrive	March 30, 2021 8 Hours
g.	The Contractor shall assign licenses to users.	<u>Enabling Users in Office 365 by Licensing them:</u>  1) Fetching the required details for the Licenses	Office 365	March 29, 2021 2 Hours

		<p>for each User to be assigned with</p> <p>2) Bulk Assignment of Licenses as shared</p>		
h.	<p>The Contractor shall provide migration of retention policies.</p>	<p><u>Have a same set of Retention Policies in Office 365:</u></p> <p>1) Gather the current Retention Policies elaborated details</p> <p>2) Re-configure them in Office 365 to perform as before</p>	Exchange	<p>March 12, 2021</p> <p>8 Hours</p>
i.	<p>The Contractor shall provide migration and synchronization of mailbox data to exchange online.</p>	<p><u>Migrating Mailboxes to Office 365:</u></p> <p>1) Setup Exchange Hybrid Connectivity with Office 365</p> <p>2) Configure Batches for Mailboxes</p> <p>3) Configure Batches for Shared Mailboxes</p> <p>4) Running the Batches</p>	Exchange	<p>March 19, 2021</p> <p>32 hours</p>

j.	<p>The Contractor shall provide migration of Single Public Folder Database.</p>	<p><u>Move Exchange Public Folders to Office 365:</u></p> <ol style="list-style-type: none"> <li>1) Confirm the Move Pre-Requisites</li> <li>2) Develop Scripts to move Public Folders to O365</li> <li>3) Migrate the Public Folders</li> <li>4) Cutover</li> </ol>	<p>Exchange</p> <p>March 25, 2021</p> <p>24 Hours</p>
k.	<p>The Contractor shall provide migration of ActiveSync devices.</p>	<p><u>ActiveSync Devices to Fetch New Mailbox Location Automatically:</u></p> <ol style="list-style-type: none"> <li>1) Patching the Server with the required CU's to acquire this feature</li> <li>2) Testing the ActiveSync Devices for the expected behavior</li> </ol>	<p>Exchange</p> <p>March 15, 2021</p> <p>8 Hours</p>
l.	<p>The Contractor shall prepare and test with District IT staff the latest version of Office Suite installer for all District computers including a PowerShell or batch file scripts to deploy the Office Suite using both Group Policy and Windows Deployment Services.</p>	<p><u>Automating the Install of Office Suite using GPO Batch File Scripts:</u></p> <ol style="list-style-type: none"> <li>1) Developing Script to Automate the Process</li> <li>2) Verifying the Automation</li> </ol>	<p>Automation</p> <p>April 5, 2021</p> <p>24 Hours</p>

						3) Delivering the Script and Procedure to use it		
m.	The Contractor shall integrate Office 365 with Dell Rapid Recovery for backup (if not included with Office 365 environment).	<u>Integrate Dell Rapid Recovery with O365 to Back up the Environment:</u> 1) Making the Configurations to Integrate Office 365 with the Quest Office 365 Security and Protection Solution (Dell Rapid Recovery)	Third Party Integrations	April 6, 2021	8 Hours			
n.	The Contractor shall integrate Office 365 with Mimecast for spam/content protection, eDiscovery, and archiving.	<u>Integrate Mimecast with O365:</u> 1) Making the Configurations to Integrate Office 365 with the Mimecast Office 365 Cloud Email Solution	Third Party Integrations	April 7, 2021	8 Hours			
o.	The Contractor shall integrate Office 365 with KnowBe4 for the District's on-going Cyber Security Training initiatives.	<u>Onboarding KnowBe4 with O365 for the IT Staff Trainings:</u> 1) Onboard to have the access for the Knowledgebase of KnowBe4 for	Third Party Integrations	April 8, 2021	8 Hours			

		day-to-day Trainings.			
p.	The Contractor shall integrate Office 365 with the District's Arctic Wolf Security Operations Center service.	<u>Integrate Arctic Wolf with O365 to Secure the Environment:</u> 1) Making the Configurations to Integrate Office 365 with the Arctic Wolf Managed Cloud Monitoring for Office 365	Third Party Integrations	April 9, 2021	8 Hours
q.	The Contractor shall perform post-migration, end-to-end testing of Office 365 messaging services.	<u>Verifying the Successful Exchange Migration:</u> 1) Using a Test User Mailbox 2) Verifying the Migrated Content 3) Look for any issues i.e., Auto Discovery Failure, Authentication Fails etc.	Exchange	March 19, 2021	2 hours
r.	The Contractor shall provide decommission and cleanup of on-premises Exchange resources and Active Directory records.	<u>Decommission Exchange Servers Completely:</u> 1) Post Migration - Break Hybrid Connectivity 2) Remove any Dependencies 3) Decommission the Environment	Exchange	March 29, 2021	16 Hours



		4) Clean up the Useless Exchange DNS Records		
s.	Contractor will assist in developing, implementing, and training IT staff on Office 365 Environment Configuration.	<u>Training IT Staff for Basic Configurations and Administrations:</u> 1) Training Sessions/Guides  2) Demo  3) Q&A	Training	April 13, 2021  12 hours
<b>Documentation</b>				
a.	The Contractor shall provide general end-user documentation on the new Office 365 messaging environment, including OWA, iOS and Android Account Setup, and new tools for collaboration, file sharing and meetings.	<u>Complete Office 365 Setup Documentation:</u> 1) A thorough documentation of the O365 Setup  2) O365 Products Information  3) Q&A	Training	April 14, 2021  12 hours
b.	The Contractor shall provide general end-user documentation on changes necessary on mobile devices to use ActiveSync in the new messaging environment.	<u>Documenting the ActiveSync:</u> 1) Sharing a Guide to setup Outlook on Mobile using ActiveSync	Training	April 15, 2021  2 Hours

**Total =  
280 Hours**

# TAB 4

## ADDITIONAL INFORMATION

### Out of Scope

Any services not explicitly listed above as “In Scope” shall be considered out of scope for this project. If any of the other items are required for your organization, they can be scoped separately.

### Customer Responsibilities

1. South Tahoe Public Utility District will make required technical personnel and documentation available on an as-needed basis and will respond in a timely manner to these requests.
2. Provide Domain Admin remote access to the Active Directory & Global Admin access to Microsoft Office 365 environment (where applicable).
3. Purchase and maintain licensing to support a Microsoft Office 365 environment & Third Part Integrations for the services listed under scope.
4. Provide list of all people who would be working on this Project, with their Contact information and be available for project meetings, as needed to facilitate communication between the organizations.
5. Questionnaires/templates provided by Communication Square LLC to be filled by South Tahoe Public Utility District where needed for gathering the information about current and to provision the required environment of services successfully.
6. Make every effort to meet mutually agreed deadlines listed in Project Plan. In case of more than 2 weeks of delay due to South Tahoe Public Utility District, Project Extension Fee would be applicable which shall be determined by Communication Square LLC. This shall NOT be more than 10% of the total cost of the Non-Licensing portion of the Project. The same shall be submitted through a Change Order which shall need to be processed before resuming work on a later date.
7. The Scope of Work listed down in the Timelines section of this document . If the Project is unilaterally paused OR delayed by South Tahoe Public Utility District until a later date; Resource Reallocation Fee would be applicable which shall be determined by Communication Square LLC. This shall NOT be more than 20% of the total cost of the Non-Licensing portion of the Project. The same shall be submitted through a Change Order which shall need to be processed before resuming work on a later date.
8. Additionally, in case of any unilateral delays any pending Invoices of the work already completed or partially completed based on Timeline shall be submitted for payment.

## Customer Prerequisites

*Applies where applicable:*

1. Global Admin credentials for Office 365 / Domain Registrars
2. On-Premises Environment credentials with below permissions
  - Domain Administrator Access (for Active Directory, DNS)
  - SysAdmin Permissions (for SQL Server)
  - Member of Organizational Management Group (for Exchange Server)
  - SyncAdmin Permissions (for Active Directory)
3. Create AD user test accounts for Communication Square LLC
  - These accounts will be used for testing all Microsoft Office 365 functionality for the services under scope.
  - Two standard user accounts will be required
4. Steps to independently login into Remote environment
  - Using VPN or RDP or any other method in a clearly documented form
5. List of All Virtual Machines with FQDNs and IP Addresses
  - List of Domain Controllers
  - List of Internal DNS Servers
  - List of Exchange Servers
6. Maintenance window during which Support can perform configuration changes that can potentially cause business impact
  - 2200 to 0500 hrs. in Customer's Time Zone
  - If South Tahoe Public Utility District would like to approve request every time a Support Consultant logs in to your environment, please indicate your preference. USD 1,000/- additional will be billed as Coordination Fee.
7. Provide List of User, Email Addresses, needed in the Template Provided.
8. The licensing and cost attached for all the Office 365 services falling under scope and the Third-Party integrations should be managed by South Tahoe Public Utility District (if and when required).

## Assumptions

The Technical Proposal Document and the Pricing Proposal Document are based on the following assumptions. Should any element(s) of these assumptions be lacking during execution of services, additional time and associated fees and expenses may be required to complete this Statement of Work.

1. The proposal is based on assumption that Customer primarily wants to migrate their On-Premises Emails Solution (Exchange Servers) to Cloud (Microsoft Office 365 / Exchange Online).
2. Any limitations included in this proposal are noted and accepted by The South Tahoe Public Utility District Corporation.
3. No changes will be made to the scope of this proposal after acceptance without a Change Order being submitted.
4. Customer will provide detailed and accurate information regarding their current network environment. This information will include the technical configuration of the domain environment.
5. Customer will make the necessary administrative usernames and passwords available to the Communication Square consultants.
6. Customer will provide Communication Square with administrative access to the current environment.
7. Customer will provide the necessary workspace and network access to provide the above services.
8. Customer will provide remote access to building(s) and room(s) as necessary to complete the services described above. (where applicable in case of On-Site service).
9. Customer accepts any limitations included in this proposal are noted and accepted by Customer.
10. Communication Square assumes and recommends that Customer perform a full working backup of any critical data prior to the commencement of services.
11. Communication Square will NOT develop any Custom web applications as a part of this Statement of Work.
12. Customer will provide the necessary hardware to complete the project. All hardware and/or software and licensing required to perform the above services will be provided by and is the responsibility of Customer. All wiring, hardware, and software required to perform the above services are in working order.
13. Customer will provide a technical point of contact during the duration of this project.

14. Customer will allow Communication Square unattended access to their environment for the duration of the project.
15. Any restrictions or requirements regarding Communication Square use of personal equipment will be stated in advance of the commencement of the project.
16. Personnel have the right to decline a service request if the request falls outside the scope of their experience and expertise.
17. Minimum lead time for scheduling is fourteen (14) business days from our receipt of the signed SOW or fourteen (14) business days from the confirmed start date between South Tahoe Public Utility District and Subcontractor whichever date is later.
18. All parties agree that personnel shall not be asked to perform, nor volunteer to perform, engineering and/or consulting tasks that lie outside the skill sets and experience of personnel.



# 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 February 4, 2021 MINUTES

The South Tahoe Public Utility District Board of Directors met in a regular session, 2:00 p.m., via GotoWebinar in accordance with Executive Order N-29-20.

### ROLL CALL:

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

**Staff:** John Thiel, Paul Hughes, Gary Kvistad, Melonie Guttry, Julie Ryan, Brian Bartlett, Bren Borley, Brent Goligoski, Chris Skelly, Cliff Bartlett, Heidi Baugh, Liz Kauffman, Shelly Thomsen, Star Glaze, Stephen Caswell, Tim Bledsoe, Trevor Coolidge, Dan Arce

**Guests:** Denver Williams, CORE; Andrew Thiel, Rick Lind

### 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. **2019 ROCKY POINT II WATERLINE REPLACEMENT REBID AND LARGE METERS REPLACEMENT PROJECT** (Adrian Combes, Senior Engineer)  
Authorized staff to file a Partial Notice of Completion with the El Dorado County Recorder's Office for the Large Meter Replacements Portion of the Contract.
- b. **EL DORADO COUNTY WATER AGENCY BOARD OF DIRECTORS PURVEYOR REPRESENTATIVES** (Melonie Guttry, Executive Services Manager/Board Clerk)  
Adopted Resolution No. 3162-21 supporting the appointments of **Director Peterson** to serve as Purveyor Representative and **President Sheehan** to serve as alternate.



**c. DESIGNATION OF ENGINEER OF RESPONSIBLE CHARGE**

(Julie Ryan, Engineering Department Manager)

(1) Designated **Julie H. Ryan**, PE, as District Engineer, (2) delegated approval authority to the District Engineer for in-house and consultant designs, (3) designated **Julie H. Ryan**, PE, as Engineer of Responsible Charge and (4) authorized staff to file the designation with California Board for Professional Engineers, Land Surveyors and Geologists.

**d. REGULAR BOARD MEETING MINUTES: January 21, 2021**

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

Approved January 21, 2021, Minutes.

**ITEMS FOR BOARD ACTION**

- a. Generator Brand Standardization (Cliff Bartlett, Fleet/Equipment Supervisor and Brent Goligoski, Associate Engineer) – **Cliff Bartlett** provided details regarding the generator brand standardization and addressed questions from the Board and staff.

**Moved Peterson/Second Exline/Sheehan Yes/Cefalu Yes/Romsos Yes/Peterson Yes/Exline Yes** to (1) Find that MTU Onsite Generators will be the sole brand for District generators greater than 25 kilowatt and less than 500 kilowatt; and, (2) Find that Caterpillar Inc., will be the sole brand for District generators equal to or greater than 500 kilowatt.

- b. Aeration Blower System Emergency Power and Secondary Clarifiers No's. 1 and 2 Project (Brent Goligoski, Associate Engineer Stephen Caswell, Principal Engineer) – **Brent Goligoski** provided details regarding the project and addressed questions from the Board.

**Moved Peteron/Second Sheehan/Sheehan Yes/Cefalu Yes/Romsos Yes/Peterson Yes/Exline Yes** to (1) approve the list of named products to be listed without alternative in the Contract documents for this Project; and, (2) Waive bidding procedures for the pre-purchase of the generator for the blower system, and authorize staff to negotiate a purchasing contract with Holt of California for the pre-purchase of one new 700 kilowatt diesel engine-driven standby generator.

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

**Moved Sheehan/Second Romsos/Sheehan Yes/Cefalu Yes/Romsos Yes/Peterson Yes/Exline Yes** to approve Payment of Claims in the amount of \$1,280,373.12.

**STANDING AND AD-HOC COMMITTEES AND LIAISON REPORTS:**

**Director Romsos** reported he attended the Alpine Biomass Committee Meeting on February 2 regarding statewide forest management.

**BOARD MEMBER REPORTS:**

**Director Peterson** reported he will be attending the Association of California Water Agency virtual conference on February 24, 2021.

**EL DORADO WATER AGENCY PURVEYOR REPORT:**

**Director Peterson** reported he had a virtual meeting with El Dorado Water Agency (EDWA) General Manager, **Ken Payne**, regarding EDWA business and will attend his first regular meeting on February 10, 2021.

**GENERAL MANAGER REPORT:**

**John Thiel** reported on several items:

- Provided a staffing update.
- Provided a COVID-19 update, no illness at the District and the District remains at Risk Level 3, reviewing local data each week.
- The Last Workforce Housing meeting was November 2020, and staff is working on a program to provide excess sewer units for affordable housing projects in order to offset construction costs.

**Director Peterson** recused himself at 2:23 p.m.

**GENERAL MANAGER REPORT (Continued):**

- The District is continuing to work with the Tahoe Keys Property Owners Association regarding groundwater contamination issues with their wells. In addition, the District is also assisting the Tahoe Keys with reviewing proposals for engineering services to develop a water supply facilities plan, long term plan and interim emergency plans.

**Director Peterson** returned to the meeting at 2:35 p.m.

**STAFF/ATTORNEY REPORTS:**

**Julie Ryan** provided several financial spreadsheets regarding the SEED Solar Project.

**ADJOURN TO CLOSED SESSION:** 2:41 p.m.

**RECONVENE TO OPEN SESSION:** 3:14 p.m.

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

**No reportable Board action**

- b. Pursuant to Government Code Section 54957(a)/Conference with Labor Negotiators: Memorandum of Understanding with Management Group. Present at this Closed Session will be Agency Negotiators: John Thiel, General Manager; Paul Hughes, Chief Financial Officer; and Liz Kauffman, Human Resources Director.

**No reportable Board action**

- c. Pursuant to Section 54957 of the California Government Code, Closed Session may be held regarding public employee evaluation for unrepresented employee position - General Manager.

**No reportable Board action**

**STAFF/ATTORNEY REPORTS (Continued):**

**Denver Williams** provided a brief history of the SEED Solar Project, followed by details regarding the financial spreadsheets distributed by **Julie Ryan** and addressed questions from the Board and staff.

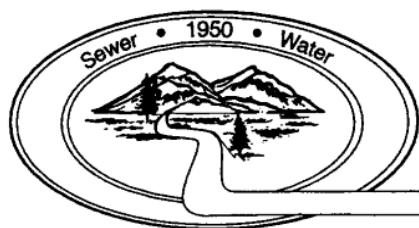
**ADJOURNMENT:** 4:16 p.m.

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Kelly Sheehan, Board President  
South Tahoe Public Utility District

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



# South Tahoe Public Utility District

1275 Meadow Crest Drive • South Lake Tahoe • CA 96150-7401  
Phone 530 544-6474 • Fax 530 541-0614 • www.stpud.us

## BOARD AGENDA ITEM 6a

**TO:** Board of Directors

**FROM:** Cliff Bartlett, Fleet/Equipment Supervisor

**MEETING DATE:** February 18, 2021

**ITEM – PROJECT NAME:** Purchase of a 2022 Western Star 4700 Chassis Dump Truck

**REQUESTED BOARD ACTION:** 1) Approve exception from formal competitive solicitation based on the District's Purchasing Policy exemption when using competitively awarded cooperative agreements that leverage the state's buying power; and, 2) Approve the purchase of one 2022 Western Star 4700 Chassis with a 15 foot/12 yard dump bed from the National Auto Fleet Group in conjunction with the Sourcwell Contract Number 060920-NAF in the estimated amount of \$172,523.91.

**DISCUSSION:** This vehicle purchase is to replace Vehicle No. 80; which is budgeted for the 20/21 Fiscal Year. Vehicle No. 80 is a 2006 Peterbuilt Model 378, 12 yard dump truck that is used daily in the Water/Sewer Departments. This vehicle has a few years left in compliance for the diesel trucks that fall under the California Air Resources Board (CARB) requirement to be replaced by the year 2023. This truck will be relocated to the Diamond Valley Ranch in Alpine County as replacement of the 1995 dump truck that is out of compliance with CARB. The District intends to purchase this vehicle using the competitively awarded contracts through Sourcwell (formerly the National Joint Powers Alliance (NJPA), more specifically National Auto Fleet Group (Contract No. 060920-NAF). The District has used NJPA several times in the past very successfully and are able to obtain pricing that matches other government or purchasing coalition contracts, which have been competitively awarded. By doing so, the District meets the competitive solicitation requirements of the District's Purchasing Policy.

District staff researched electrical alternatives for this vehicle through our contacts at Sourcwell and otherwise. While there are electrical trucks of this size in the conceptual stage, staff is not aware of any currently on the market.

This has been reviewed and approved by the District's Purchasing Agent.

**SCHEDULE:** Upon Board approval

**COSTS:** \$172,750.00

**ACCOUNT NO:** 20.28.8141

**BUDGETED AMOUNT AVAILABLE:** \$170,000

**ATTACHMENTS:** National Auto Fleet Group/D&H Truck Equipment, Inc. Quotes

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**CONCURRENCE WITH REQUESTED ACTION:**

**CATEGORY:** Sewer/Water

**GENERAL MANAGER:** YES JB NO \_\_\_\_\_

**CHIEF FINANCIAL OFFICER:** YES PH NO \_\_\_\_\_



# National Auto Fleet Group

A Division of Chevrolet of Watsonville

490 Auto Center Drive, Watsonville, CA 95076

(855) 289-6572 • (831) 480-8497 Fax

Fleet@NationalAutoFleetGroup.com

1/27/2021

Quote ID# HD - 1494BR

Mr. Cliff Bartlett

South Tahoe Public Utility  
1275 Meadow Crest Drive  
South Lake Tahoe, CA 96150

Dear Cliff Bartlett,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration. One (1) New/Unused (**2022 Western Star 4700SB, Detroit DD13 Engine, Eaton Fuller FO-16E31A-MPH Transmission w/PTO with 15' Beuroc Hardox 450 Dump via D&H Truck**) Provided by Dan Walters with Freightliner each for:

	MSRP	Contract Price	Adj Discount	Saving
Chassis and Option	\$ 201,614.00	\$ 123,750.00	38.00%	\$ 77,864.00
D&H Truck Quote		\$ 36,365.00		
Tax (7.75%)		\$ 12,408.91		

Total \$ 172,523.91

**\*Payment must be issued prior to MSO being released.\***

This vehicle(s) is available under the Sourcewell (Formerly Known as NJPA) Contract 060920-NAF. Please reference this Bid Number on all Purchase Orders.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Ben Rodriguez

HD Contract Manager

[HD@NationalAutoFleetGroup.com](mailto:HD@NationalAutoFleetGroup.com)

Office (855) 289-6572

Fax (831) 480-8497



66



DODGE



TRUCK EQUIPMENT INC.

Office: 858-566-1155 FAX 858-566-6326  
Shop: 9779 Candida Street, San Diego CA 92126

# Quote

**Sold To:** SD Freightliner

**Date:** 01-21-2021

**Phone:**

**Fax:**

**Ship To:**

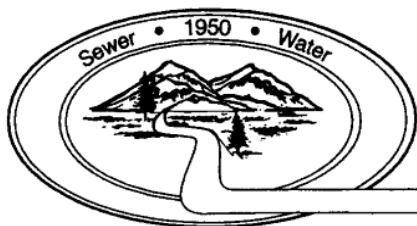
**PO#:**

**Terms:**

**Contact:** Dan W.

### Product/Services

Qty		Ext. Cost
	15' Beuroc Hardox 450 dump body with 42" side and 48" tailgate, 36" cab shield, ditchgate with spreader apron, small doghouse style Mailhot hoist package, cheater boards, toolbox, wheels chocks with holders, strobe lights on left/right/rear of dump, strobe on front hood/grill, manual pull tarp system, Chelsea pto with direct mount pump, cab controls, body props, complete installation and painted white.	34390.00
	Options: Rear hitch package with air lock hitch	1375.00
		\$36,365.00



# South Tahoe Public Utility District

1275 Meadow Crest Drive • South Lake Tahoe • CA 96150-7401  
Phone 530 544-6474 • Fax 530 541-0614 • www.stpud.us

## BOARD AGENDA ITEM 6b

**TO:** Board of Directors  
**FROM:** Tim Bledsoe, Manager of Customer Service  
**MEETING DATE:** February 18, 2021  
**ITEM – PROJECT NAME:** Electronic Signature Ordinance

**REQUESTED BOARD ACTION:** Approve Ordinance No. 579-21 to permit the South Tahoe Public Utility District to utilize electronic signatures.

**DISCUSSION:** The South Tahoe Public Utility District (District) staff is continuing to improve systems to provide easy, fast, reliable, and secure services, many of which depend on corresponding administrative processes. As part of the District's transition to the digital workplace that includes electronic documents and records, staff sought clarity on the ability to use electronic signatures. By adopting this Ordinance, the District would enable staff to streamline and digitize many operational workflows that today require paper to be printed and routed by staff. Electronic signatures would allow these forms and documents, such as applications, forms and contracts, to be routed entirely electronically.

Implementation of electronic signatures will require an investment in technology. With Adobe Sign, the District plans to enroll four users to allow for 600 signatures at a cost of \$211.32 per user. Staff anticipates, however, that these costs would be offset by efficiencies in printing costs and staff time now used to manually process documents and records. This also helps the District move towards more sustainable business practices by reducing the amount of printed material it produces.

**SCHEDULE:** Upon Board approval

**COSTS:** \$845.28

**ACCOUNT NO:** 50/50 56.6030

**BUDGETED AMOUNT AVAILABLE:** Varies by Department

**ATTACHMENTS:** Ordinance No. 579-21 and Adobe Sign Quote

**CONCURRENCE WITH REQUESTED ACTION:** \_\_\_\_\_ **CATEGORY:** Water/Sewer

**GENERAL MANAGER:** YES    *JT*    NO \_\_\_\_\_

**CHIEF FINANCIAL OFFICER:** YES    *PH*    NO \_\_\_\_\_



**ORDINANCE NO. 579-21**  
**AN ORDINANCE OF THE SOUTH TAHOE PUBLIC UTILITY**  
**DISTRICT AMENDING SECTION 1 AND ADDING SUBSECTION 2.11 TO**  
**SECTION 2 OF THE ADMINISTRATIVE CODE REGARDING**  
**ELECTRONIC SIGNATURES**

**BE IT ENACTED** by the Board of Directors of the South Tahoe Public Utility District, County of El Dorado, State of California, as follows:

**SECTION I – POLICY AND PURPOSE**

The purpose of this Ordinance is to adopt certain changes to the Administrative Code to allow South Tahoe Public Utility District to utilize electronic signatures.

**SECTION II – DEFINITIONS**

For the purpose of this Ordinance, the terms used herein are defined as follows:

- A. The District. The South Tahoe Public Utility District.
- B. The Board. The Board of Directors of the South Tahoe Public Utility District.
- C. Administrative Code. The compilation and codification of all of the Administrative, Water, Sewer, and Groundwater Management Plan Ordinances of the District, which establish the authority and the principles for decisions of the District, and provide the public with guidelines applicable to District operations.

**SECTION III – FINDINGS**

The Board of Directors of the South Tahoe Public Utility District, County of El Dorado, State of California, make the following findings:

1. In 1999, California adopted a version of the Uniform Electronic Transactions Act (UETA) in Civil Code sections 1633.1-1633.17, giving electronic signatures the same legal effect as manual or “wet” signatures;
2. In 2000, the United States Congress passed the Electronic Signatures in Global and National Commerce Act (E-SIGN Act), mandating the same treatment of electronic signatures and manual signatures in interstate or foreign commerce (15 U.S.C. 7001);
3. In 1995, before the UETA or the E-SIGN Act, California passed Government Code section 16.5, authorizing public entities to accept “digital signatures” if they complied with stringent verification procedures that involve advanced technologies and likely would be overly burdensome for many individuals and groups that have only occasional interaction with the District. The Secretary of State adopted

digital signature regulations in 1998, but these regulations have not been updated in almost 20 years (2 C.C.R. 22000 et seq.);

4. Government Code section 16.5 and the Secretary of State's regulations set requirements for the use of digital signatures, they do not govern or limit the District's ability to use or accept electronic signatures as a municipal affair;

5. The use of electronic signatures on legally binding documents has become increasingly prevalent in the private sector but has not yet become widespread among public agencies;

6. The benefits of electronic signatures include, but are not limited to, reductions in the paper, time and costs associated with transmitting, approving and executing physical documents;

7. An electronic signature is an electronic symbol affixed to a document that represents an individual's acceptance or adoption of a statement or transaction;

8. Electronic signature technologies have been developed to address concerns with verifying the identity of the person affixing his or her electronic signature;

9. The proposed Ordinance would provide assurance that electronic signatures meeting certain security criteria would be effective on documents created or accepted by the District, notwithstanding the fact that they do not involve the advanced technologies required in the Secretary of State's digital signature regulations;

10. The proposed Ordinance would enable the District to use electronic signatures on electronic records provided the electronic signature is in accordance with the UETA;

11. The proposed Ordinance would enable the General Manager to adopt additional policies and procedures to operationalize the use of electronic signatures;

12. The use of electronic signatures will allow the District to collect and preserve signatures on documents quickly and securely, will improve efficiency while saving costs of transmitting documents, and will provide for better management of District records; and

13. The use of electronic signatures will reduce paper document creation and will support the District's goal of sustainability.

## SECTION IV – AMEND SECTION 1 OF THE ADMINISTRATIVE CODE

Administrative Code Section 1 shall be amended to add new subsections 1.1.49, 1.1.57, 1.1.58 and 1.1.144, and renumber the existing and subsequent definition sections sequentially, which shall read as follows:

**1.1.49. Digital Signature.** The term Digital Signature shall have the same meaning as in section 16.5 of the California Government Code.

**1.1.57. Electronic Record.** The term Electronic Record shall have the same meaning as in section 1633.2 of the California Civil Code.

**1.1.58. Electronic Signature.** The term Electronic Signature shall have the same meaning as in section 1633.2 of the California Civil Code.

**1.1.144. UETA.** The term UETA shall mean the Uniform Electronic Transactions Act, commencing at section 1633.1 of the California Civil Code.

## SECTION V – AMEND SECTION 2 OF THE ADMINISTRATIVE CODE TO ADD SUBSECTION 2.11

Administrative Code section 2 shall be amended to add subsection 2.11 to read as follows:

### **2.11 Electronic Signatures and Electronic Records.**

a) In any written communication or transaction with the District where a signature is required, any party to the communication may use a digital signature, provided that it complies with the requirements of this section. This section is intended to enable the District to use digital signatures to the fullest extent allowed by law, and does not limit the District's ability to use Electronic Records, Electronic Signatures, or Digital Signatures in anyway.

b) In any transaction or communication with the District for which the parties have agreed to conduct the transaction or communication by electronic means, the following provisions apply:

(1) When a record is required to be in writing, an Electronic Record satisfies that requirement, if it is in accordance with the UETA.

(2) When a signature is required, the parties may agree that either:

(i) An Electronic Signature satisfies that requirement, if it is in accordance with the UETA; or

(ii) A Digital Signature satisfies that requirement, if it is in accordance with Section 16.5 of the California Government Code.

c) This section is intended to enable the District to use Electronic Records, Electronic Signatures, and Digital Signatures to the fullest extent allowed by law, and

does not limit the District's ability to use Electronic Records, Electronic Signatures, or Digital Signatures in any way. All use of Electronic Records, Electronic Signatures, and Digital Signatures by the District shall be in accordance with the District's Administrative Code, policies and procedures, as may be designated and amended from time to time by the General Manager or his or her designee.

d) Any use of Electronic Records, Electronic Signatures, and Digital Signatures by the District that is not in accordance with this section and the District's Administrative Code, policies and procedures, or any unauthorized signing of any contract, record, or other document, shall render such contract, record, or other document invalid as not fully and properly executed by the District.

e) Authority to sign or execute contracts, records, or other documents by means of Electronic Signatures or Digital Signatures may be delegated by the General Manager or other District department heads to designated District staff members. The act of delegation of Electronic Signature and Digital Signature authority by the General Manager or other District department head must be memorialized in writing, including, but not limited to, memorandum, District form, e-mail, or delegation process recorded within Electronic Signature or Digital Signature software.

f) The General Manager shall determine acceptable technologies and vendors consistent with industry best practices to ensure the security and integrity of the data and the signature. The General Manager shall further determine the documents for which the District will accept electronic signatures.

#### **SECTION VI – SEVERABILITY**

If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance and its implementing rules and regulations is for any reason held to be unconstitutional or invalid, such decision shall not affect the validity of the remaining portions of this Ordinance or the Administrative Code. The Board of Directors declares and determines that it would have passed section, subsection subdivision, paragraph, sentence, clause or phrase thereof of this Ordinance and its implementing rules and regulations and the Administrative Code irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases may be determined to be unconstitutional or invalid.

#### **SECTION VII – EFFECTIVE DATE**

This Ordinance amending the above referenced section to the Administrative Code shall take effect 30 days after its passage.

**PASSED AND ADOPTED** by the Board of Directors of the South Tahoe Public Utility District at its duly held regular meeting on February 18, 2021 by the following vote:

AYES:

NOES:

ABSENT:

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Kelley Sheehan, President  
South Tahoe Public Utility District

ATTEST:

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Melonie Guttry, Clerk of the Board

# QUOTE CONFIRMATION



**DEAR CHRIS SKELLY,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
LWGN842	1/20/2021	STPUD ADOBE SIGN PER USER	8040212	<b>\$211.32</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">Adobe Sign for business - Enterprise Licensing Subscription New (monthly) -</a> Mfg. Part#: 65305608BC09A12 One User Capped at 150 Transactions Electronic distribution - NO MEDIA Contract: California NVP Software (ADSP016-130652 7-16-70-37)	1	6112424	\$211.32	\$211.32

PURCHASER BILLING INFO		SUBTOTAL	\$211.32
<b>Billing Address:</b> SOUTH TAHOE PUBLIC UTILITY DISTRICT ACCOUNTS PAYABLE 1275 MEADOW CREST DR SOUTH LAKE TAHOE, CA 96150-7401 <b>Phone:</b> (530) 544-6474 <b>Payment Terms:</b> Net 30 Days-Govt State/Local		<b>SHIPPING</b>	\$0.00
		<b>SALES TAX</b>	\$0.00
		<b>GRAND TOTAL</b>	<b>\$211.32</b>
		<b>DELIVER TO</b> <b>Shipping Address:</b> SOUTH TAHOE PUBLIC UTILITY DISTRICT CHRIS SKELLY 1275 MEADOW CREST DR SOUTH LAKE TAHOE, CA 96150-7401 <b>Phone:</b> (530) 544-6474 <b>Shipping Method:</b> ELECTRONIC DISTRIBUTION	

Need Assistance? CDW•G SALES CONTACT INFORMATION			
	Sean McInerney	(877) 325-6224	seanm@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>  
 For more information, contact a CDW account manager  
 © 2021 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239

## PAYMENT OF CLAIMS

**FOR APPROVAL**  
**February 18, 2021**

Payroll 2/9/21	535,582.93
Total Payroll	535,582.93
ADP & Insight eTools	5,159.19
AFLAC/WageWorks claims and fees	929.15
BBVA Compass Bank	575,185.88
Cal Bank & Trust fiscal agent fees	0.00
California SWRCB SRF loan payments	0.00
CDS - health care payments	0.00
Total Vendor EFT	581,274.22
Accounts Payable Checks-Sewer Fund	457,191.01
Accounts Payable Checks-Water Fund	121,463.11
Total Accounts Payable Checks	578,654.12
Utility Management Refunds	8,579.17
Total Utility Management Checks	8,579.17
<b>Grand Total</b>	<b>1,704,090.44</b>

<b><u>Payroll EFTs &amp; Checks</u></b>	<b><u>2/9/2021</u></b>
EFT CA Employment Taxes & W/H	23,753.41
EFT Federal Employment Taxes & W/H	109,940.09
EFT CalPERS Contributions	82,125.43
EFT Empower Retirement-Deferred Comp	25,828.10
EFT Stationary Engineers Union Dues	2,612.29
EFT CDHP Health Savings (HSA)	7,372.42
EFT Retirement Health Savings	15,319.45
EFT United Way Contributions	51.00
EFT Employee Direct Deposits	268,348.59
CHK Employee Garnishments	232.15
CHK Employee Paychecks	0.00
<i>Total</i>	535,582.93



# Payment of Claims

Payment Date Range 02/18/21 - 02/18/21  
 Report By Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
<b>Vendor 43721 - ACWA/JPIA</b>									
0660454	ACWA Medical/Vision Insurance Payable	Paid by Check #106017		01/07/2021	02/18/2021	02/28/2021		02/18/2021	245,367.60
Vendor <b>43721 - ACWA/JPIA</b> Totals							Invoices	1	\$245,367.60
<b>Vendor 44039 - AFLAC</b>									
213604	Insurance Supplement Payable	Paid by Check #106018		01/01/2021	02/18/2021	01/31/2021		02/18/2021	1,087.20
Vendor <b>44039 - AFLAC</b> Totals							Invoices	1	\$1,087.20
<b>Vendor 48684 - ALLIED ELECTRONICS INC</b>									
9013828039	Secondary Equipment	Paid by Check #106019		01/28/2021	02/18/2021	01/31/2021		02/18/2021	80.27
Vendor <b>48684 - ALLIED ELECTRONICS INC</b> Totals							Invoices	1	\$80.27
<b>Vendor 43949 - ALPEN SIERRA COFFEE</b>									
215001	Office Supply Issues	Paid by Check #106020		01/26/2021	02/18/2021	01/31/2021		02/18/2021	89.00
215002	Office Supply Issues	Paid by Check #106020		01/26/2021	02/18/2021	01/31/2021		02/18/2021	44.25
215159	Office Supply Issues	Paid by Check #106020		02/02/2021	02/18/2021	02/28/2021		02/18/2021	89.00
215160	Office Supply Issues	Paid by Check #106020		02/02/2021	02/18/2021	02/28/2021		02/18/2021	44.25
Vendor <b>43949 - ALPEN SIERRA COFFEE</b> Totals							Invoices	4	\$266.50
<b>Vendor 49337 - AMAZON CAPITAL SERVICES INC.</b>									
17V7-VNHQ-C9N4	Safety Equipment - Physicals	Paid by Check #106021		01/24/2021	02/18/2021	01/31/2021		02/18/2021	430.96
Vendor <b>49337 - AMAZON CAPITAL SERVICES INC.</b> Totals							Invoices	1	\$430.96
<b>Vendor 44580 - ARAMARK UNIFORM SERVICES</b>									
1102484617	Uniform Payable	Paid by Check #106022		01/26/2021	02/18/2021	01/31/2021		02/18/2021	84.67
1102484623	Uniform Payable	Paid by Check #106022		01/26/2021	02/18/2021	01/31/2021		02/18/2021	87.19
1102484628	Uniform Payable	Paid by Check #106022		01/26/2021	02/18/2021	01/31/2021		02/18/2021	79.44
1102484634	Uniform Payable	Paid by Check #106022		01/26/2021	02/18/2021	01/31/2021		02/18/2021	100.51
1102484640	Uniform Payable	Paid by Check #106022		01/26/2021	02/18/2021	01/31/2021		02/18/2021	42.02
1102484645	Uniform Payable	Paid by Check #106022		01/26/2021	02/18/2021	01/31/2021		02/18/2021	21.17
1102484648	Uniform Payable	Paid by Check #106022		01/26/2021	02/18/2021	01/31/2021		02/18/2021	4.49
1102484652	Uniform Payable	Paid by Check #106022		01/26/2021	02/18/2021	01/31/2021		02/18/2021	101.71
1102484656	Uniform Payable	Paid by Check #106022		01/26/2021	02/18/2021	01/31/2021		02/18/2021	22.63
1102484661	Uniform Payable	Paid by Check #106022		01/26/2021	02/18/2021	01/31/2021		02/18/2021	8.36
1102484666	Uniform Payable	Paid by Check #106022		01/26/2021	02/18/2021	01/31/2021		02/18/2021	13.34
1102484668	Uniform Payable	Paid by Check #106022		01/26/2021	02/18/2021	01/31/2021		02/18/2021	15.14
1102484670	Uniform Payable	Paid by Check #106022		01/26/2021	02/18/2021	01/31/2021		02/18/2021	17.98
1102488070	Uniform Payable	Paid by Check #106023		02/02/2021	02/18/2021	02/28/2021		02/18/2021	84.67
1102488074	Uniform Payable	Paid by Check #106023		02/02/2021	02/18/2021	02/28/2021		02/18/2021	87.19
1102488078	Uniform Payable	Paid by Check #106023		02/02/2021	02/18/2021	02/28/2021		02/18/2021	79.44
1102488084	Uniform Payable	Paid by Check #106023		02/02/2021	02/18/2021	02/28/2021		02/18/2021	100.51
1102488091	Uniform Payable	Paid by Check #106023		02/02/2021	02/18/2021	02/28/2021		02/18/2021	42.02





# Payment of Claims

Payment Date Range 02/18/21 - 02/18/21  
 Report By Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
1102488096	Uniform Payable	Paid by Check #106023		02/02/2021	02/18/2021	02/28/2021		02/18/2021	21.17
1102488100	Uniform Payable	Paid by Check #106023		02/02/2021	02/18/2021	02/28/2021		02/18/2021	4.49
1102488110	Uniform Payable	Paid by Check #106023		02/02/2021	02/18/2021	02/28/2021		02/18/2021	101.71
1102488116	Uniform Payable	Paid by Check #106023		02/02/2021	02/18/2021	02/28/2021		02/18/2021	22.63
1102488123	Uniform Payable	Paid by Check #106023		02/02/2021	02/18/2021	02/28/2021		02/18/2021	8.36
1102488126	Uniform Payable	Paid by Check #106023		02/02/2021	02/18/2021	02/28/2021		02/18/2021	13.34
1102488128	Uniform Payable	Paid by Check #106023		02/02/2021	02/18/2021	02/28/2021		02/18/2021	15.14
1102488131	Uniform Payable	Paid by Check #106023		02/02/2021	02/18/2021	02/28/2021		02/18/2021	17.98
Vendor <b>44580 - ARAMARK UNIFORM SERVICES</b> Totals						Invoices	26		\$1,197.30
Vendor <b>40521 - AT&amp;T</b>									
FEBRUARY2021	TELEPHONE	Paid by Check #106024		01/28/2021	02/18/2021	02/18/2021		02/18/2021	80.00
Vendor <b>40521 - AT&amp;T</b> Totals						Invoices	1		\$80.00
Vendor <b>45202 - AT&amp;T MOBILITY</b>									
FEBRUARY2021	TELEPHONE	Paid by Check #106025		01/19/2021	02/18/2021	02/18/2021		02/18/2021	1,345.14
Vendor <b>45202 - AT&amp;T MOBILITY</b> Totals						Invoices	1		\$1,345.14
Vendor <b>48000 - AT&amp;T/CALNET 3</b>									
FEBRUARY2021	TELEPHONE	Paid by Check #106026		02/01/2021	02/18/2021	02/18/2021		02/18/2021	45.84
Vendor <b>48000 - AT&amp;T/CALNET 3</b> Totals						Invoices	1		\$45.84
Vendor <b>11800 - BARTON HEALTHCARE SYSTEM</b>									
124-82716	Safety Equipment - Physicals	Paid by Check #106027		01/26/2021	02/18/2021	01/31/2021		02/18/2021	75.00
Vendor <b>11800 - BARTON HEALTHCARE SYSTEM</b> Totals						Invoices	1		\$75.00
Vendor <b>49339 - BASEFORM INC</b>									
01292021-84	Contractual Services	Paid by Check #106028		01/29/2021	02/18/2021	01/31/2021		02/18/2021	2,520.00
Vendor <b>49339 - BASEFORM INC</b> Totals						Invoices	1		\$2,520.00
Vendor <b>48292 - BENTLEY SYSTEMS INC</b>									
48150070	Contractual Services	Paid by Check #106029		12/03/2021	02/18/2021	01/31/2021		02/18/2021	11,000.00
Vendor <b>48292 - BENTLEY SYSTEMS INC</b> Totals						Invoices	1		\$11,000.00
Vendor <b>48291 - BEST BEST &amp; KRIEGER LLP</b>									
895838	Personnel Legal	Paid by Check #106030		01/21/2021	02/18/2021	01/31/2021		02/18/2021	4,230.70
Vendor <b>48291 - BEST BEST &amp; KRIEGER LLP</b> Totals						Invoices	1		\$4,230.70
Vendor <b>43828 - BLUE RIBBON TEMP PERSONNEL</b>									
9076	Contractual Services	Paid by Check #106031		01/15/2021	02/18/2021	01/31/2021		02/18/2021	1,076.80
9077	Contractual Services	Paid by Check #106031		01/15/2021	02/18/2021	01/31/2021		02/18/2021	1,134.21
9141	Contractual Services	Paid by Check #106031		01/22/2021	02/18/2021	01/31/2021		02/18/2021	1,107.09
9142	Contractual Services	Paid by Check #106031		01/22/2021	02/18/2021	01/31/2021		02/18/2021	1,151.40
9201	Contractual Services	Paid by Check #106031		01/29/2021	02/18/2021	01/31/2021		02/18/2021	687.40



# Payment of Claims

Payment Date Range 02/18/21 - 02/18/21  
 Report By Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
9202	Contractual Services	Paid by Check #106031		01/29/2021	02/18/2021	01/31/2021		02/18/2021	861.44
9203	Contractual Services	Paid by Check #106031		01/29/2021	02/18/2021	01/31/2021		02/18/2021	927.99
9204	Contractual Services	Paid by Check #106031		01/29/2021	02/18/2021	01/31/2021		02/18/2021	353.50
9205	Contractual Services	Paid by Check #106031		01/29/2021	02/18/2021	01/31/2021		02/18/2021	880.32
Vendor <b>43828 - BLUE RIBBON TEMP PERSONNEL</b> Totals							Invoices	9	<u>\$8,180.15</u>
Vendor <b>44730 - BSK ASSOCIATES</b>									
SE00394	Monitoring	Paid by Check #106032		02/02/2021	02/18/2021	02/28/2021		02/18/2021	360.00
Vendor <b>44730 - BSK ASSOCIATES</b> Totals							Invoices	1	<u>\$360.00</u>
Vendor <b>48638 - CALIFORNIA RURAL WATER ASSOC</b>									
2021	Dues - Memberships - Certification	Paid by Check #106033		02/28/2021	02/18/2021	02/28/2021		02/18/2021	1,367.00
Vendor <b>48638 - CALIFORNIA RURAL WATER ASSOC</b> Totals							Invoices	1	<u>\$1,367.00</u>
Vendor <b>49220 - CAMPORA PROPANE</b>									
424149 - 424151	Propane	Paid by Check #106034		01/20/2021	02/18/2021	01/31/2021		02/18/2021	1,160.63
Vendor <b>49220 - CAMPORA PROPANE</b> Totals							Invoices	1	<u>\$1,160.63</u>
Vendor <b>13230 - CAROLLO ENGINEERS</b>									
0194558	Contractual Services, Sewer Flow Meters	Paid by Check #106035		01/14/2021	02/18/2021	01/31/2021		02/18/2021	12,503.50
Vendor <b>13230 - CAROLLO ENGINEERS</b> Totals							Invoices	1	<u>\$12,503.50</u>
Vendor <b>40176 - CASHMAN EQUIPMENT</b>									
INPS3278128	Automotive	Paid by Check #106036		01/12/2021	02/18/2021	01/31/2021		02/18/2021	438.26
INPS3284982	Automotive	Paid by Check #106036		01/25/2021	02/18/2021	01/31/2021		02/18/2021	1,295.86
Vendor <b>40176 - CASHMAN EQUIPMENT</b> Totals							Invoices	2	<u>\$1,734.12</u>
Vendor <b>42328 - CDW-G CORP</b>									
7071729	Service Contracts	Paid by Check #106037		01/25/2021	02/18/2021	01/31/2021		02/18/2021	5,064.75
7330012	Computer Purchases	Paid by Check #106037		01/28/2021	02/18/2021	01/31/2021		02/18/2021	2,793.11
Vendor <b>42328 - CDW-G CORP</b> Totals							Invoices	2	<u>\$7,857.86</u>
Vendor <b>40343 - CHEMSEARCH INC</b>									
7241634	Service Contracts	Paid by Check #106038		01/20/2021	02/18/2021	01/31/2021		02/18/2021	356.46
Vendor <b>40343 - CHEMSEARCH INC</b> Totals							Invoices	1	<u>\$356.46</u>
Vendor <b>12535 - CITY OF SOUTH LAKE TAHOE</b>									
AR186865	Pipe - Covers & Manholes	Paid by Check #106039		01/21/2021	02/18/2021	01/31/2021		02/18/2021	16,008.00
Vendor <b>12535 - CITY OF SOUTH LAKE TAHOE</b> Totals							Invoices	1	<u>\$16,008.00</u>
Vendor <b>44779 - CPI INTERNATIONAL</b>									
20049872	Laboratory Supplies	Paid by Check #106040		12/19/2020	02/18/2021	01/31/2021		02/18/2021	693.52
Vendor <b>44779 - CPI INTERNATIONAL</b> Totals							Invoices	1	<u>\$693.52</u>



# Payment of Claims

Payment Date Range 02/18/21 - 02/18/21  
Report By Vendor - Invoice  
Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
<b>Vendor 48289 - DIY HOME CENTER</b>									
7772/21	Shop Supplies	Paid by Check #106041		01/22/2021	02/18/2021	01/31/2021		02/18/2021	16.65
7825/21	Safety Equipment - Physicals	Paid by Check #106041		01/26/2021	02/18/2021	01/31/2021		02/18/2021	8.72
7841/21	Shop Supplies	Paid by Check #106041		01/26/2021	02/18/2021	01/31/2021		02/18/2021	46.49
7880/21	Shop Supplies - Propane	Paid by Check #106041		01/29/2021	02/18/2021	01/31/2021		02/18/2021	25.16
7893/21	Pump Stations	Paid by Check #106041		01/31/2021	02/18/2021	01/31/2021		02/18/2021	15.51
7894/21	Shop Supplies	Paid by Check #106041		01/31/2021	02/18/2021	01/31/2021		02/18/2021	37.31
<b>Vendor 48289 - DIY HOME CENTER Totals</b>							Invoices	6	\$149.84
<b>Vendor 43649 - DOUGLAS DISPOSAL</b>									
2229499	Refuse Disposal	Paid by Check #106042		02/01/2021	02/18/2021	02/28/2021		02/18/2021	20.96
<b>Vendor 43649 - DOUGLAS DISPOSAL Totals</b>							Invoices	1	\$20.96
<b>Vendor 45227 - EMPIRE SAFETY &amp; SUPPLY</b>									
0110025-IN	Field, Shop & Safety Supplies Inventory	Paid by Check #106043		12/10/2020	02/18/2021	01/31/2021		02/18/2021	444.51
0110457-IN	Field, Shop & Safety Supplies Inventory	Paid by Check #106043		01/25/2021	02/18/2021	01/31/2021		02/18/2021	357.49
<b>Vendor 45227 - EMPIRE SAFETY &amp; SUPPLY Totals</b>							Invoices	2	\$802.00
<b>Vendor 47836 - EVOQUA WATER TECHNOLOGIES LLC</b>									
904775883	Service Contracts	Paid by Check #106044		02/01/2021	02/18/2021	02/28/2021		02/18/2021	101.12
<b>Vendor 47836 - EVOQUA WATER TECHNOLOGIES LLC Totals</b>							Invoices	1	\$101.12
<b>Vendor 48551 - EZKEM</b>									
5283	Laboratory Supplies	Paid by Check #106045		01/26/2021	02/18/2021	01/31/2021		02/18/2021	111.00
<b>Vendor 48551 - EZKEM Totals</b>							Invoices	1	\$111.00
<b>Vendor 14890 - FEDEX</b>									
7-260-60072	Postage Expenses	Paid by Check #106046		01/29/2021	02/18/2021	01/31/2021		02/18/2021	26.21
7-267-64848	Postage Expenses	Paid by Check #106046		02/05/2021	02/18/2021	02/28/2021		02/18/2021	76.01
<b>Vendor 14890 - FEDEX Totals</b>							Invoices	2	\$102.22
<b>Vendor 40252 - FGL ENVIRONMENTAL</b>									
015120A	Monitoring	Paid by Check #106047		01/27/2021	02/18/2021	01/31/2021		02/18/2021	429.20
<b>Vendor 40252 - FGL ENVIRONMENTAL Totals</b>							Invoices	1	\$429.20
<b>Vendor 48402 - FLYERS ENERGY LLC</b>									
21-258029	Gasoline Fuel Inventory	Paid by Check #106048		01/27/2021	02/18/2021	01/31/2021		02/18/2021	1,591.97
21-260551	Diesel Fuel Inventory	Paid by Check #106048		02/02/2021	02/18/2021	02/28/2021		02/18/2021	1,660.76
21-263945	Gasoline Fuel Inventory	Paid by Check #106048		02/08/2021	02/18/2021	02/28/2021		02/18/2021	2,578.22
<b>Vendor 48402 - FLYERS ENERGY LLC Totals</b>							Invoices	3	\$5,830.95
<b>Vendor 48288 - FRONTIER COMMUNICATIONS</b>									



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
FEBRUARY2021	TELEPHONE	Paid by Check #106049		02/01/2021	02/18/2021	02/18/2021			759.65
		Vendor <b>48288 - FRONTIER COMMUNICATIONS</b> Totals				Invoices	1		\$759.65
Vendor <b>41531 - GB GENERAL ENG CONTRACTOR INC</b>									
21-10R	Accrued Construction Retainage	Paid by Check #106050		02/18/2021	02/18/2021	01/31/2021		02/18/2021	14,695.68
		Vendor <b>41531 - GB GENERAL ENG CONTRACTOR INC</b> Totals				Invoices	1		\$14,695.68
Vendor <b>49458 - GEOTAB USA INC</b>									
IN259021	Service Contracts	Paid by Check #106051		01/31/2021	02/18/2021	01/31/2021		02/18/2021	691.25
		Vendor <b>49458 - GEOTAB USA INC</b> Totals				Invoices	1		\$691.25
Vendor <b>44448 - GFOA</b>									
2011001	Dues - Memberships - Certification	Paid by Check #106052		01/12/2021	02/18/2021	01/31/2021		02/18/2021	160.00
		Vendor <b>44448 - GFOA</b> Totals				Invoices	1		\$160.00
Vendor <b>43111 - GFS CHEMICALS INC</b>									
CINV-067516	Laboratory Supplies	Paid by Check #106053		01/27/2021	02/18/2021	01/31/2021		02/18/2021	208.76
		Vendor <b>43111 - GFS CHEMICALS INC</b> Totals				Invoices	1		\$208.76
Vendor <b>15600 - GRAINGER</b>									
9764380839	Field, Shop & Safety Supplies Inventory	Paid by Check #106054		01/06/2021	02/18/2021	01/31/2021		02/18/2021	185.85
9772389038	Pump Stations	Paid by Check #106054		01/13/2021	02/18/2021	01/31/2021		02/18/2021	938.45
9772916269	Janitorial Supplies Inventory	Paid by Check #106054		01/14/2021	02/18/2021	01/31/2021		02/18/2021	705.77
9776101066	Pump Stations	Paid by Check #106054		01/18/2021	02/18/2021	01/31/2021		02/18/2021	168.95
9776213002	Shop Supplies	Paid by Check #106054		01/18/2021	02/18/2021	01/31/2021		02/18/2021	395.56
9786332701	Small Tools	Paid by Check #106054		01/26/2021	02/18/2021	01/31/2021		02/18/2021	288.29
		Vendor <b>15600 - GRAINGER</b> Totals				Invoices	6		\$2,682.87
Vendor <b>48814 - ANTHONY GREGORICH</b>									
811096	Dues - Memberships - Certification	Paid by Check #106055		03/16/2020	02/18/2021	01/31/2021		02/18/2021	301.00
		Vendor <b>48814 - ANTHONY GREGORICH</b> Totals				Invoices	1		\$301.00
Vendor <b>49552 - GERMAN HAM</b>									
3112312	Customer Rebate	Paid by Check #106056		01/25/2021	02/18/2021	01/31/2021		02/18/2021	200.00
		Vendor <b>49552 - GERMAN HAM</b> Totals				Invoices	1		\$200.00
Vendor <b>49553 - BRADLEY HARSCH</b>									
2375205	Customer Rebate	Paid by Check #106057		01/28/2021	02/18/2021	01/31/2021		02/18/2021	500.00
		Vendor <b>49553 - BRADLEY HARSCH</b> Totals				Invoices	1		\$500.00
Vendor <b>49110 - HATCHBACK CREATIVE</b>									
2634	Public Relations Expense	Paid by Check #106058		02/04/2021	02/18/2021	02/28/2021		02/18/2021	468.75



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
		Vendor <b>49110 - HATCHBACK CREATIVE</b> Totals					Invoices	1	\$468.75
Vendor <b>48332 - HDR ENGINEERING INC</b>									
1200323953	Replace Treatment Plant Generator	Paid by Check #106059		02/03/2021	02/18/2021	02/28/2021		02/18/2021	6,050.48
		Vendor <b>48332 - HDR ENGINEERING INC</b> Totals					Invoices	1	\$6,050.48
Vendor <b>44414 - HOME DEPOT CREDIT SERVICES</b>									
1726158	Shop Supplies	Paid by Check #106060		01/21/2021	02/18/2021	01/31/2021		02/18/2021	170.66
		Vendor <b>44414 - HOME DEPOT CREDIT SERVICES</b> Totals					Invoices	1	\$170.66
Vendor <b>43208 - IN-SITU INC</b>									
00137204	Laboratory Equipment	Paid by Check #106061		09/21/2020	02/18/2021	01/31/2021		02/18/2021	709.87
		Vendor <b>43208 - IN-SITU INC</b> Totals					Invoices	1	\$709.87
Vendor <b>48056 - INFOSEND INC</b>									
184774	Office Supplies	Paid by Check #106062		01/22/2021	02/18/2021	01/31/2021		02/18/2021	42.72
		Vendor <b>48056 - INFOSEND INC</b> Totals					Invoices	1	\$42.72
Vendor <b>48683 - J.J. KELLER &amp; ASSOC</b>									
9105651806	Service Contracts	Paid by Check #106063		01/26/2021	02/18/2021	01/31/2021		02/18/2021	1,590.00
		Vendor <b>48683 - J.J. KELLER &amp; ASSOC</b> Totals					Invoices	1	\$1,590.00
Vendor <b>40821 - KENNEDY/JENKS CONSULTANTS INC</b>									
144543	Grounds & Maintenance	Paid by Check #106064		02/03/2021	02/18/2021	02/28/2021		02/18/2021	10,546.90
		Vendor <b>40821 - KENNEDY/JENKS CONSULTANTS INC</b> Totals					Invoices	1	\$10,546.90
Vendor <b>43694 - KIMBALL MIDWEST</b>									
8551643	Shop Supplies	Paid by Check #106065		01/25/2021	02/18/2021	01/31/2021		02/18/2021	226.40
		Vendor <b>43694 - KIMBALL MIDWEST</b> Totals					Invoices	1	\$226.40
Vendor <b>17350 - LAKESIDE NAPA</b>									
577106	Automotive	Paid by Check #106066		01/13/2021	02/18/2021	01/31/2021		02/18/2021	3,590.22
012521	Automotive, Shop Supplies	Paid by Check #106066		01/25/2021	02/18/2021	01/31/2021		02/18/2021	1,847.39
		Vendor <b>17350 - LAKESIDE NAPA</b> Totals					Invoices	2	\$5,437.61
Vendor <b>49438 - BRANDON LEE</b>									
VSP103120BLEE	Vision Insurance Payable	Paid by Check #106067		01/28/2021	02/18/2021	01/31/2021		02/18/2021	23.66
		Vendor <b>49438 - BRANDON LEE</b> Totals					Invoices	1	\$23.66
Vendor <b>45135 - LES SCHWAB TIRE CENTER</b>									
66100359634	Automotive	Paid by Check #106068		01/25/2021	02/18/2021	01/31/2021		02/18/2021	706.03
66100359877	Automotive	Paid by Check #106068		01/26/2021	02/18/2021	01/31/2021		02/18/2021	37.00
66100359928	Automotive	Paid by Check #106068		01/26/2021	02/18/2021	01/31/2021		02/18/2021	999.42
66100360241	Automotive	Paid by Check #106068		01/28/2021	02/18/2021	01/31/2021		02/18/2021	1,624.28



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
66100360843	Automotive	Paid by Check #106068		02/02/2021	02/18/2021	02/28/2021			1,354.90
		Vendor <b>45135 - LES SCHWAB TIRE CENTER</b> Totals				Invoices	5		\$4,721.63
Vendor <b>22550 - LIBERTY UTILITIES</b> FEBRUARY2021	ELECTRICITY	Paid by Check #106069		02/04/2021	02/18/2021	02/18/2021		02/18/2021	107,358.82
		Vendor <b>22550 - LIBERTY UTILITIES</b> Totals				Invoices	1		\$107,358.82
Vendor <b>17900 - MC MASTER CARR SUPPLY CO</b> 52405301	Biosolids Equipment - Building	Paid by Check #106070		01/29/2021	02/18/2021	01/31/2021		02/18/2021	170.72
		Vendor <b>17900 - MC MASTER CARR SUPPLY CO</b> Totals				Invoices	1		\$170.72
Vendor <b>48821 - MCC CONTROLS LLC</b> CD99382349	LPPS Power/Control Upgrade	Paid by Check #106071		11/23/2020	02/18/2021	01/31/2021		02/18/2021	4,095.55
		Vendor <b>48821 - MCC CONTROLS LLC</b> Totals				Invoices	1		\$4,095.55
Vendor <b>43898 - MESA LAB</b> SO-472874	Laboratory Supplies	Paid by Check #106072		11/19/2020	02/18/2021	01/31/2021		02/18/2021	155.57
		Vendor <b>43898 - MESA LAB</b> Totals				Invoices	1		\$155.57
Vendor <b>18600 - MOTION INDUSTRIES INC</b> NV25-635951	Pump Stations	Paid by Check #106073		01/26/2021	02/18/2021	01/31/2021		02/18/2021	397.26
		Vendor <b>18600 - MOTION INDUSTRIES INC</b> Totals				Invoices	1		\$397.26
Vendor <b>43123 - MSC INDUSTRIAL SUPPLY CO</b> 50021623	Small Tools	Paid by Check #106074		01/22/2021	02/18/2021	01/31/2021		02/18/2021	2,033.60
		Vendor <b>43123 - MSC INDUSTRIAL SUPPLY CO</b> Totals				Invoices	1		\$2,033.60
Vendor <b>48655 - REGENTS NEVADA SYS HIGHER EDUCATION</b> CI-06-4626 / 11	Wells	Paid by Check #106075		01/22/2021	02/18/2021	01/31/2021		02/18/2021	2,873.88
		Vendor <b>48655 - REGENTS NEVADA SYS HIGHER EDUCATION</b> Totals				Invoices	1		\$2,873.88
Vendor <b>19355 - NEWARK IN ONE</b> 33435577	Pump Stations	Paid by Check #106076		01/20/2021	02/18/2021	01/31/2021		02/18/2021	411.55
		Vendor <b>19355 - NEWARK IN ONE</b> Totals				Invoices	1		\$411.55
Vendor <b>48813 - NORTH TAHOE PUD</b> 14NTPUDP84	Water Conservation Program, Pass Through	Paid by Check #106077		02/05/2021	02/18/2021	02/28/2021		02/18/2021	405.00
		Vendor <b>48813 - NORTH TAHOE PUD</b> Totals				Invoices	1		\$405.00
Vendor <b>48315 - O'REILLY AUTO PARTS</b> JAN2021	Grounds & Maintenance, Oil & Lubricants	Paid by Check #106078		01/28/2021	02/18/2021	01/31/2021		02/18/2021	687.23
		Vendor <b>48315 - O'REILLY AUTO PARTS</b> Totals				Invoices	1		\$687.23
Vendor <b>44607 - OLIN CORPORATION</b>									



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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
2923689	Hypochlorite	Paid by Check #106079		01/14/2021	02/18/2021	01/31/2021		02/18/2021	4,295.72
Vendor <b>44607 - OLIN CORPORATION</b> Totals							Invoices	1	\$4,295.72
Vendor <b>47903 - PRAXAIR 174</b>									
61342967	Shop Supplies	Paid by Check #106080		01/22/2021	02/18/2021	01/31/2021		02/18/2021	239.68
61361024	Shop Supplies	Paid by Check #106080		01/22/2021	02/18/2021	01/31/2021		02/18/2021	154.85
61448843	Shop Supplies	Paid by Check #106080		01/26/2021	02/18/2021	01/31/2021		02/18/2021	357.23
Vendor <b>47903 - PRAXAIR 174</b> Totals							Invoices	3	\$751.76
Vendor <b>49554 - PROMINENCE ADMINISTRATIVE SERVICES</b>									
56	Dental Self Insurance	Paid by Check #106081		01/01/2021	02/18/2021	01/31/2021		02/18/2021	665.50
Vendor <b>49554 - PROMINENCE ADMINISTRATIVE SERVICES</b> Totals							Invoices	1	\$665.50
Vendor <b>48144 - RELIANCE STANDARD</b>									
FEB 21A	LTD/Life Management Payable	Paid by Check #106082		02/01/2021	02/18/2021	02/28/2021		02/18/2021	2,570.19
FEB 21B	LTD/Life Insurance Union/Board Payable	Paid by Check #106082		02/01/2021	02/18/2021	02/28/2021		02/18/2021	3,187.86
Vendor <b>48144 - RELIANCE STANDARD</b> Totals							Invoices	2	\$5,758.05
Vendor <b>44435 - ROOTX</b>									
62198	Root Herbicide	Paid by Check #106083		12/11/2020	02/18/2021	01/31/2021		02/18/2021	8,571.46
Vendor <b>44435 - ROOTX</b> Totals							Invoices	1	\$8,571.46
Vendor <b>48911 - JOHN SHERIDAN</b>									
SWRCB2021	Dues - Memberships - Certification	Paid by Check #106084		02/02/2021	02/18/2021	02/28/2021		02/18/2021	110.00
Vendor <b>48911 - JOHN SHERIDAN</b> Totals							Invoices	1	\$110.00
Vendor <b>48735 - SILVER STATE ANALYTICAL LAB</b>									
RN264859	Monitoring	Paid by Check #106085		02/04/2021	02/18/2021	02/28/2021		02/18/2021	129.00
Vendor <b>48735 - SILVER STATE ANALYTICAL LAB</b> Totals							Invoices	1	\$129.00
Vendor <b>49158 - AARON SMITH</b>									
3521309	Customer Rebate	Paid by Check #106086		01/31/2021	02/18/2021	01/31/2021		02/18/2021	193.50
3521309-2	Customer Rebate	Paid by Check #106086		01/31/2021	02/18/2021	01/31/2021		02/18/2021	200.00
Vendor <b>49158 - AARON SMITH</b> Totals							Invoices	2	\$393.50
Vendor <b>44577 - SOUNDPROS INC</b>									
210122-55	Public Relations Expense	Paid by Check #106087		01/22/2021	02/18/2021	01/31/2021		02/18/2021	49.00
Vendor <b>44577 - SOUNDPROS INC</b> Totals							Invoices	1	\$49.00
Vendor <b>47876 - SOUTH TAHOE CHAMBER</b>									
2021	Dues - Memberships - Certification	Paid by Check #106088		12/01/2021	02/18/2021	01/31/2021		02/18/2021	75.00
Vendor <b>47876 - SOUTH TAHOE CHAMBER</b> Totals							Invoices	1	\$75.00





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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
Vendor <b>23450 - SOUTH TAHOE REFUSE</b> 20121	Refuse Disposal	Paid by Check #106089		02/01/2021	02/18/2021	02/28/2021		02/18/2021	4,250.40
		Vendor <b>23450 - SOUTH TAHOE REFUSE</b> Totals				Invoices	1		<u>\$4,250.40</u>
Vendor <b>45168 - SOUTHWEST GAS</b> FEBRUARY2021	NATURAL GAS	Paid by Check #106090		01/26/2021	02/18/2021	02/18/2021		02/18/2021	15,335.10
		Vendor <b>45168 - SOUTHWEST GAS</b> Totals				Invoices	1		<u>\$15,335.10</u>
Vendor <b>49551 - SPRINGBROOK SOFTWARE</b> INV-003125	Service Contracts	Paid by Check #106091		06/08/2020	02/18/2021	01/31/2021		02/18/2021	8,011.50
		Vendor <b>49551 - SPRINGBROOK SOFTWARE</b> Totals				Invoices	1		<u>\$8,011.50</u>
Vendor <b>48774 - SQUAW VALLEY PUBLIC SER DIST</b> 14SVSPDP84	Water Conservation Program, Pass Through	Paid by Check #106092		02/05/2021	02/18/2021	02/28/2021		02/18/2021	450.00
		Vendor <b>48774 - SQUAW VALLEY PUBLIC SER DIST</b> Totals				Invoices	1		<u>\$450.00</u>
Vendor <b>49064 - Staples Business Advantage</b> 3468323277	Office Supply Issues	Paid by Check #106093		01/30/2021	02/18/2021	01/31/2021		02/18/2021	381.18
3468323281	Office Supply Issues	Paid by Check #106093		01/30/2021	02/18/2021	01/31/2021		02/18/2021	3.69
3468323284	Office Supply Issues	Paid by Check #106093		01/30/2021	02/18/2021	01/31/2021		02/18/2021	138.62
		Vendor <b>49064 - Staples Business Advantage</b> Totals				Invoices	3		<u>\$523.49</u>
Vendor <b>48617 - STEEL-TOE-SHOES.COM</b> STP111620	Safety Equipment	Paid by Check #106094		01/28/2021	02/18/2021	01/31/2021		02/18/2021	193.94
		Vendor <b>48617 - STEEL-TOE-SHOES.COM</b> Totals				Invoices	1		<u>\$193.94</u>
Vendor <b>48511 - SWRCB</b> MORS20	Dues - Memberships - Certification	Paid by Check #106095		09/01/2020	02/18/2021	01/31/2021		02/18/2021	180.00
		Vendor <b>48511 - SWRCB</b> Totals				Invoices	1		<u>\$180.00</u>
Vendor <b>24050 - TAHOE BASIN CONTAINER SERVICE</b> 20121	Biosolid Disposal Costs	Paid by Check #106096		02/01/2021	02/18/2021	02/28/2021		02/18/2021	14,929.04
		Vendor <b>24050 - TAHOE BASIN CONTAINER SERVICE</b> Totals				Invoices	1		<u>\$14,929.04</u>
Vendor <b>49032 - TAHOE BEACH &amp; SKI CLUB</b> 916664	Standby Accommodations	Paid by Check #106097		12/29/2021	02/18/2021	01/31/2021		02/18/2021	105.30
		Vendor <b>49032 - TAHOE BEACH &amp; SKI CLUB</b> Totals				Invoices	1		<u>\$105.30</u>
Vendor <b>48229 - TAHOE DAILY TRIBUNE</b> 0279076-01312021	Public Relations Expense	Paid by Check #106098		01/31/2021	02/18/2021	01/31/2021		02/18/2021	672.50
		Vendor <b>48229 - TAHOE DAILY TRIBUNE</b> Totals				Invoices	1		<u>\$672.50</u>
Vendor <b>47830 - TAHOE RESOURCE CONS DISTRICT</b>									





# Payment of Claims

Payment Date Range 02/18/21 - 02/18/21  
 Report By Vendor - Invoice  
 Summary Listing

Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
14TRCDP84	Water Conservation Program, Pass Through	Paid by Check #106099		02/05/2021	02/18/2021	02/28/2021			560.56
Vendor <b>47830 - TAHOE RESOURCE CONS DISTRICT</b> Totals							Invoices	1	<u>\$560.56</u>
Vendor <b>24450 - TAHOE VALLEY ELECTRIC SUPPLY</b>									
5103190	Buildings	Paid by Check #106100		01/20/2021	02/18/2021	01/31/2021		02/18/2021	633.84
Vendor <b>24450 - TAHOE VALLEY ELECTRIC SUPPLY</b> Totals							Invoices	1	<u>\$633.84</u>
Vendor <b>48927 - TAHOE VALLEY LODGE</b>									
1028	Standby Accommodations	Paid by Check #106101		01/31/2021	02/18/2021	01/31/2021		02/18/2021	2,915.00
Vendor <b>48927 - TAHOE VALLEY LODGE</b> Totals							Invoices	1	<u>\$2,915.00</u>
Vendor <b>49343 - THE UNION</b>									
0279112-01312021	Ads-Legal Notices, Rocky Point 1 Waterline	Paid by Check #106102		01/31/2021	02/18/2021	01/31/2021		02/18/2021	685.94
Vendor <b>49343 - THE UNION</b> Totals							Invoices	1	<u>\$685.94</u>
Vendor <b>15398 - THERMO FISHER SCIENTIFIC</b>									
SLS25751065	Laboratory Equipment	Paid by Check #106103		01/15/2021	02/18/2021	01/31/2021		02/18/2021	3,365.57
Vendor <b>15398 - THERMO FISHER SCIENTIFIC</b> Totals							Invoices	1	<u>\$3,365.57</u>
Vendor <b>48747 - TYLER TECHNOLOGIES INC</b>									
045-328415	Replace ERP System	Paid by Check #106104		01/27/2021	02/18/2021	01/31/2021		02/18/2021	3,840.00
045-329061	Replace ERP System	Paid by Check #106104		01/31/2021	02/18/2021	01/31/2021		02/18/2021	350.00
Vendor <b>48747 - TYLER TECHNOLOGIES INC</b> Totals							Invoices	2	<u>\$4,190.00</u>
Vendor <b>43718 - USA BLUE BOOK</b>									
482017	Shop Supplies	Paid by Check #106105		01/25/2021	02/18/2021	01/31/2021		02/18/2021	1,589.72
482094	Pump Stations	Paid by Check #106105		01/25/2021	02/18/2021	01/31/2021		02/18/2021	1,704.60
492698	Small Tools	Paid by Check #106105		02/03/2021	02/18/2021	02/28/2021		02/18/2021	(443.77)
Vendor <b>43718 - USA BLUE BOOK</b> Totals							Invoices	3	<u>\$2,850.55</u>
Vendor <b>48405 - WAXIE SANITARY SUPPLY</b>									
79775224	Janitorial Supplies Inventory	Paid by Check #106106		01/29/2021	02/18/2021	01/31/2021		02/18/2021	356.54
Vendor <b>48405 - WAXIE SANITARY SUPPLY</b> Totals							Invoices	1	<u>\$356.54</u>
Vendor <b>25700 - WEDCO INC</b>									
668296	Buildings	Paid by Check #106107		01/25/2021	02/18/2021	01/31/2021		02/18/2021	371.10
668624	Buildings	Paid by Check #106107		01/26/2021	02/18/2021	01/31/2021		02/18/2021	262.07
668625	Buildings	Paid by Check #106107		01/26/2021	02/18/2021	01/31/2021		02/18/2021	527.68
Vendor <b>25700 - WEDCO INC</b> Totals							Invoices	3	<u>\$1,160.85</u>
Vendor <b>25850 - WESTERN NEVADA SUPPLY</b>									
18444529	Apache Ave Sewer Replacement	Paid by Check #106108		09/14/2020	02/18/2021	01/31/2021		02/18/2021	54.22
18517262	Boxes-Lids-Extensions Inventory	Paid by Check #106108		10/06/2020	02/18/2021	01/31/2021		02/18/2021	1,156.20



# Payment of Claims

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Invoice Number	Invoice Description	Status	Held Reason	Invoice Date	Due Date	G/L Date	Received Date	Payment Date	Invoice Net Amount
18641435	Sewerworks Inventory	Paid by Check #106108		01/21/2021	02/18/2021	01/31/2021			893.25
		Vendor <b>25850 - WESTERN NEVADA SUPPLY</b> Totals				Invoices	3		<u>\$2,103.67</u>
Vendor <b>48989 - ZIPS AW DIRECT</b>									
836985	Safety Equipment - Physicals	Paid by Check #106109		02/03/2021	02/18/2021	02/28/2021		02/18/2021	109.23
		Vendor <b>48989 - ZIPS AW DIRECT</b> Totals				Invoices	1		<u>\$109.23</u>
		Grand Totals				Invoices	162		<u><u>\$578,654.12</u></u>