



SOUTH TAHOE PUBLIC UTILITY DISTRICT
REGULAR BOARD MEETING AGENDA
Thursday, January 6, 2022 - 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

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. Approve Payment of Claims (Debbie Henderson, Accounting Manager)
The Payment of Claims was not available when this Agenda was published due to weather related staffing issues. Payment of Claims will be distributed prior to the January 6 Board Meeting.
7. **STANDING AND AD-HOC COMMITTEES AND LIAISON REPORTS** (Discussions may take place; however, no action will be taken.)
 - a. Committee Assignments
8. **BOARD MEMBER REPORTS** (Discussions may take place; however, no action will be taken.)
9. **EL DORADO WATER AGENCY PURVEYOR REPORT**
10. **STAFF/ATTORNEY REPORTS** (Discussions may take place; however, no action will be taken.)

11. **GENERAL MANAGER REPORT** (Discussion may take place; however, no action will be taken.)
- Staffing
 - COVID-19 Update
 - Winter Storms
 - 2022 Goals
12. **NOTICE OF PAST AND FUTURE MEETINGS/EVENTS**
- Past Meetings/Events**
- 12/16/2021 – 2:00 p.m. Regular Board Meeting at the District
01/04/2022 – 3:30 p.m. System Efficiency and Sustainability Committee Meeting at the District
01/06/2022 – 1:15 p.m. Executive Committee Meeting at the District
- Future Meetings/Events**
- 01/06/2022 – 4:00 p.m. Ad-Hoc Workforce Housing Committee Meeting at the District
01/12/2022 – 10:00 a.m. El Dorado Water Agency Board Meeting in Placerville
01/17/2022 – Martin Luther King, Jr. Holiday - District Offices Closed
01/18/2022 – 3:30 p.m. Operations Committee Meeting at the District
01/20/2022 – 2:00 p.m. Regular Board Meeting at the District
13. **ITEMS FOR CLOSED SESSION** (The Board will adjourn to Closed Session to discuss items identified below. Closed Session is not open to the public; however, an opportunity will be provided at this time if members of the public would like to comment on any item listed – three minute limit.)
- Pursuant to Section 54957 of the California Government Code, Closed Session may be held regarding public employee evaluation for unrepresented employee position - General Manager.
 - Pursuant to Government Code Section 54957 of the California Government Code, Closed Session may be held regarding unrepresented public employee position – General Manager.
14. **ITEMS FOR BOARD ACTION – CONTINUED**
- General Manager Agreement for Professional Services (Liz Kauffman, Human Resources Director)
Approve the General Manager Agreement for Professional Services, between the South Tahoe Public Utility District and John Thiel for the position of General Manager, commencing January 6, 2022.
 - General Manager Salary (Liz Kauffman, Human Resources Director)
Approve the General Manager's Salary for 2022-23 Contract year.

ADJOURNMENT (The next Regular Board Meeting is Thursday, January 20, 2022, 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, January 6, 2022**

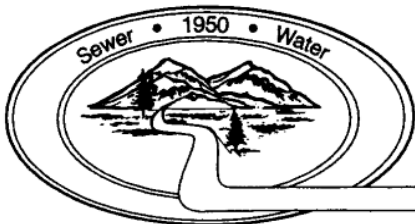
ITEMS FOR CONSENT

- a. **RESOLUTION TO SUBMIT APPLICATION FOR WATERLINE UPGRADES & IMPROVEMENT PROJECT CONSTRUCTION LOAN FROM STATE WATER RESOURCES CONTROL BOARD DRINKING WATER STATE REVOLVING LOAN FUND**
(Lynn Nolan, Grants Coordinator)
Adopt Resolution No. 3201-22 to Apply for Waterline Upgrades & Improvement Project Construction Loan .

- b. **RESOLUTION TO SUBMIT APPLICATION FOR TAHOE/GLENWOOD WATERLINE UPGRADES PROJECT CONSTRUCTION LOAN FROM STATE WATER RESOURCES CONTROL BOARD DRINKING WATER STATE REVOLVING LOAN FUND**
(Lynn Nolan, Grants Coordinator)
Adopt Resolution No.'s 3202-22, 3203-22 and 3204-22 to Apply for Tahoe/Glenwood Waterline Upgrades Project Construction Loan.

- c. **2021-2022 TANK COATING TOUCHUPS PROJECT**
(Julie Ryan, Engineering Department Manager and Heidi Baugh, Purchasing Agent)
Approve Change Order No. 1 to Top Line Engineers, Inc., in the amount of \$12,550.

- d. **REGULAR BOARD MEETING MINUTES: December 16, 2021**
(Melonie Guttry, Executive Services Manager/Clerk of the Board)
Approve December 16, 2021, Minutes



South Tahoe Public Utility District

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BOARD AGENDA ITEM 4a

TO: Board of Directors
FROM: Lynn Nolan, Grants Coordinator
MEETING DATE: January 6, 2022

ITEM – PROJECT NAME: Resolution to submit Application for Waterline Upgrades & Improvement Project Construction Loan from State Water Resources Control Board Drinking Water State Revolving Loan Fund.

REQUESTED BOARD ACTION: Adopt Resolution No. 3201-22 to Apply for Waterline Upgrades & Improvement Project Construction Loan.

DISCUSSION: District staff is preparing the submission of an application for a Drinking Water State Revolving Loan with principle forgiveness not to exceed \$12,000,000 for the Waterline Upgrades & Improvement Project. The attached Resolution No. 3201-22, Reimbursement Resolution, is a requirement of the application package.

SCHEDULE: To be determined

COSTS: N/A

ACCOUNT NO:

BUDGETED AMOUNT REMAINING: N/A

ATTACHMENTS: Resolution No. 3201-22

CONCURRENCE WITH REQUESTED ACTION:

CATEGORY: Water

GENERAL MANAGER: YES *JT* NO _____

CHIEF FINANCIAL OFFICER: YES *PH* NO _____

1 SECTION 3. This resolution is being adopted no later than 60 days after the date
2 on which the Agency will expend moneys for the portion of the Project costs to be
3 reimbursed with Project Funds.

4 SECTION 4. Each Agency expenditure will be of a type properly chargeable
5 to a capital account under general federal income tax principles.

6 SECTION 5. To the best of our knowledge, this Agency is not aware of the
7 previous adoption of official intents by the Agency that have been made as a matter
8 of course for the purpose of reimbursing expenditures and for which tax-exempt
9 obligations have not been issued.

10 SECTION 6. This Resolution is adopted as official intent of the Agency in order to
11 comply with Treasury Regulation § 1.150-2 and any other regulations of the Internal
12 Revenue Service relating to the qualification for reimbursement of Project costs.

13 SECTION 7. All the recitals in this Resolution are true and correct and this
14 Agency so finds, determines and represents.

15 **WE, THE UNDERSIGNED,** do hereby certify that the above and foregoing
16 Resolution No. 3201-22 was duly and regularly adopted and passed by the Board of
17 Directors of the South Tahoe Public Utility District at a regular meeting held on the 6th
18 day of January, 2022, by the following vote:

19 AYES:

20 NOES:

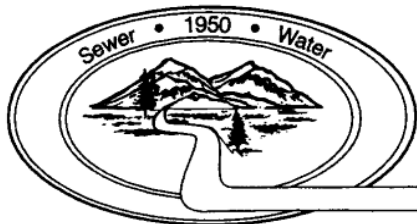
21 ABSENT:

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23 _____
24 Kelly Sheehan, Board President
25 South Tahoe Public Utility District

26 ATTEST:

27 _____
28 Melonie Guttry, Clerk of the Board
29 South Tahoe Public Utility District

30 Resolution No. 3201-22
 January 6, 2022
 Page 2



South Tahoe Public Utility District

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BOARD AGENDA ITEM 4b

TO: Board of Directors
FROM: Lynn Nolan, Grants Coordinator
MEETING DATE: January 6, 2022

ITEM – PROJECT NAME: Resolutions to submit Application for Tahoe/Glenwood Waterline Upgrades Project Construction Loan from State Water Resources Control Board Drinking Water State Revolving Loan Fund.

REQUESTED BOARD ACTION: Adopt Resolution No.'s 3202-22, 3203-22 and 3204-22 to Apply for Tahoe/Glenwood Waterline Upgrades Project Construction Loan.

DISCUSSION: District staff is preparing the submission of an application for a Drinking Water State Revolving Loan with principle forgiveness not to exceed \$8,000,000 for the Tahoe/Glenwood Waterline Upgrades Project. The attached Resolutions: Authorizing Resolution, Resolution No. 3202-22; Reimbursement Resolution, Resolution No. 3203-22; and, Pledged Revenues and Fund(s) Resolution No. 3204-22 are a requirement of the application package.

SCHEDULE: To be determined

COSTS: N/A

ACCOUNT NO: N/A

BUDGETED AMOUNT REMAINING: N/A

ATTACHMENTS: Resolution No.'s 3202-22, 3203-22, and 3204-22

CONCURRENCE WITH REQUESTED ACTION:

CATEGORY: Water

GENERAL MANAGER: YES *JT* NO _____

CHIEF FINANCIAL OFFICER: YES *PH* NO _____

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RESOLUTION NO. 3202-22

**AUTHORIZING RESOLUTION BY THE BOARD OF DIRECTORS
OF THE SOUTH TAHOE PUBLIC UTILITY DISTRICT FOR THE
TAHOE/GLENWOOD WATERLINE UPGRADES PROJECT**

WHEREAS, a determination has been made to seek funding to implement a drinking water improvement project,

THEREFORE, BE IT RESOLVED, BY THE BOARD OF DIRECTORS OF THE SOUTH TAHOE PUBLIC UTILITY DISTRICT (the "Entity"), AS FOLLOWS:

The General Manager and/or the Chief Financial Officer or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the Tahoe/Glenwood Waterline Upgrades Project (the "Project").

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

WE, THE UNDERSIGNED, do hereby certify that the above and foregoing Resolution No. 3202 was duly and regularly adopted and passed by the Board of Directors of the South Tahoe Public Utility District at a regular meeting held on the 6th day of January, 2022, by the following vote:

AYES:

NOES:

ABSENT:

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Kelly Sheehan, Board President
South Tahoe Public Utility District

ATTEST:

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

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RESOLUTION NO. 3203-22

**A RESOLUTION BY THE BOARD OF DIRECTORS
OF THE SOUTH TAHOE PUBLIC UTILITY DISTRICT
REIMBURSEMENT RESOLUTION FOR THE
TAHOE/GLENWOOD WATERLINE UPGRADES PROJECT**

WHEREAS, the South Tahoe Public Utility District (the "Agency") desires to finance the costs of constructing and/or reconstructing certain public facilities and improvements relating to its water and wastewater system, including certain treatment facilities, pipelines and other infrastructure (the "Project"); and

WHEREAS, the Agency intends to finance the construction and/or reconstruction of the Project or portions of the Project with moneys ("Project Funds") provided by the State of California, acting by and through the State Water Resources Control Board (State Water Board); and

WHEREAS, the State Water Board may fund the Project Funds with proceeds from the sale of obligations the interest upon which is excluded from gross income for federal income tax purposes (the "Obligations"), and

WHEREAS, prior to either the issuance of the Obligations or the approval by the State Water Board of the Project Funds the Agency desires to incur certain capital expenditures (the "Expenditures") with respect to the Project from available moneys of the Agency; and

WHEREAS, the Agency has determined that those moneys to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the Agency for the Expenditures from the proceeds of the Obligations

NOW, THEREFORE, THE AGENCY DOES HEREBY RESOLVE, ORDER AND DETERMINE AS FOLLOWS:

SECTION 1. The Agency hereby states its intention and reasonably expects to reimburse Expenditures paid prior to the issuance of the Obligations or the approval by the State Water Board of the Project Funds.

SECTION 2. The reasonably expected maximum principal amount of the Project Funds is \$8,000,000

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RESOLUTION NO. 3204-22

**PLEGGED REVENUES AND FUND(S) RESOLUTION BY THE BOARD OF DIRECTORS
OF THE SOUTH TAHOE PUBLIC UTILITY DISTRICT (STPUD) FOR THE
TAHOE/GLENWOOD WATERLINE UPGRADES PROJECT**

WHEREAS, the South Tahoe Public Utility District has adopted Drinking Water State evolving Fund resolutions regarding intent, authority and procedure;

THEREFORE BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE SOUTH TAHOE PUBLIC UTILITY DISTRICT (the "Entity"), AS FOLLOWS:

1. The Entity hereby dedicates and pledges Water Enterprise Fund/Water Service Charge Net Revenues to payment of any and all Drinking Water State Revolving Fund financing for the Tahoe/Glenwood Waterline Upgrades Project, referred to as the "Project".

2. The Tahoe/Glenwood Waterline Upgrades Project: Entity commits to collecting such revenues and maintaining such fund(s) throughout the term of such financing and until the Entity has satisfied its repayment obligation thereunder unless modification or change is approved in writing by the State Water Resources Control Board.

3. So long as the financing agreement(s) are outstanding, the Entity's pledge hereunder shall constitute a lien in favor of the State Water Resources Control Board on the foregoing fund(s) and revenue(s) without any further action necessary.

4. So long as the financing agreement(s) are outstanding, the Entity commits to maintaining the fund(s) and revenue(s) at levels sufficient to meet its obligations under the financing agreement(s).

WE, THE UNDERSIGNED, do hereby certify that the above and foregoing Resolution No. 3204-22 was duly and regularly adopted and passed by the Board of Directors of the South Tahoe Public Utility District at a regular meeting held on the 6th day of January, 2022, by the following vote:

AYES:

NOES:

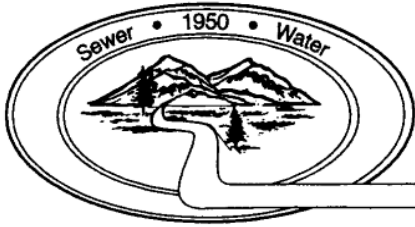
ABSENT:

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Kelly Sheehan, Board President
South Tahoe Public Utility District

ATTEST:

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



South Tahoe Public Utility District

General Manager
John Thiel

Directors
Chris Cefalu
Shane Romsos
David Peterson
Kelly Sheehan
Nick Exline

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BOARD AGENDA ITEM 4c

TO: Board of Directors
FROM: Julie Ryan, Engineering Department Manager
Heidi Baugh, Purchasing Agent
MEETING DATE: January 6, 2022
ITEM – PROJECT NAME: 2021-2022 Tank Coating Touchups Project

REQUESTED BOARD ACTION: Approve Change Order No. 1 to Top Line Engineers, Inc., in the amount of \$12,550

DISCUSSION: This Project includes coating repairs on four water and two wastewater tanks over the 2021 and 2022 seasons. The original intent was to complete three tanks each season. However, delays from smoke impacts and the Caldor Fire evacuation resulted in only the work at Angora Tank being completed in 2021. Top Line Engineers, Inc., (Topline) has demobilized for the season but will return in April or May 2022 to resume work on the remaining five tanks (one tank at a time).

The Contract was bid based on unit prices for work performed. Change Order No. 1 increases the Contract amount by \$12,550 to account for actual work performed to make the repairs at Angora Tank, bringing the total cost for repairs to Angora Tank to \$49,850. Staff recommends that the Board approve Change Order No. 1.

SCHEDULE: As soon as possible

COSTS: \$12,550

ACCOUNT NO: 2030-7008

BUDGETED AMOUNT AVAILABLE: \$9,954

ATTACHMENTS: Change Order No. 1

CONCURRENCE WITH REQUESTED ACTION: _____ **CATEGORY:** Sewer/Water

GENERAL MANAGER: YES *JT* NO _____

CHIEF FINANCIAL OFFICER: YES *PH* NO _____



CHANGE ORDER NUMBER 1

Project 2021-22 Tanks Coating Touchups

Contractor Top Line Engineers, Inc.

Date 01/06/2022 PO #2022-00000222

The Contract Shall Be Changed As Follows:

A. Reduce contract amount to final quantities actually completed for Bid Item No. 2 (Angora Tank Spot Repairs) for a credit to the District in the amount of \$120.00.

TOTAL FOR ITEM A IS <\$120.00>.

B. Increase contract amount to final quantities completed for Bid Item No. 3 (Angora Tank Large Repairs) by 234 square feet for an increase of \$2,340.00.

TOTAL FOR ITEM B IS \$2,340.00.

C. Increase contract amount to final quantities completed for Bid Item No. 4 (Angora Tank Scaffolding) by 11 days for an increase of \$3,080.00.

TOTAL FOR ITEM C IS \$3,080.00

TOTAL FOR CHANGE ORDER NUMBER 1 IS A+B+C+D+E = \$12,550.00

	Dollar Amounts	Contract Time
Original Contract	\$158,300.00	NA
Previous Change Orders	\$ 0	NA
Current Contract	\$158,300.00	NA
THIS CHANGE ORDER	\$ 12,550.00	NA
New Contract Total	\$170,850.00	NA

Contractor agrees to make the herein-described changes in accordance with the terms hereof. The change in contract price and/or contract time noted is full settlement for costs incurred as a result of the change(s) described, unless specifically noted in individual description(s).

Authorized By STPUD Board President

Date: _____

Accepted By Contractor

Date: _____

Reviewed By

Date: _____

D. Increase contract amount to final quantities completed for Bid Item No. 5 (Angora Tank Dehumidification) by 1 week for an increase of \$4,250.00.

TOTAL FOR ITEM D IS \$4,250.00.

E. Increase contract amount to final quantities completed for Bid Item No. 6 (Angora Tank Sealing/Caulking) by 150 LF for an increase of \$3,000.00

TOTAL FOR ITEM E IS \$3,000.00.

TOTAL FOR CHANGE ORDER NUMBER 1 IS A+B+C+D+E = \$12,550.00



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
December 16, 2021
MINUTES

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

ROLL CALL:

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

Staff: John Thiel, Paul Hughes, Gary Kvistad, Melonie Guttry, Bren Borley, Julie Ryan, Tim Bledsoe, Liz Kauffman, Adrian Combs, Shelly Thomsen, Greg Dupree

CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR:

None

CONSENT CALENDAR:

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

a. **CALIFORNIA ASSOCIATION OF SANITATION AGENCIES 2022 DUES**

(John Thiel, General Manager)

Authorized 2022 California Association of Sanitation Agencies Membership Dues Renewal in the amount of \$17,100.

b. **2022 BOWERS WATERLINE REPLACEMENT PROJECT AND BIJOU 2/3 WATERLINE REPLACEMENT PROJECT**

(Adrian Combes, Senior Engineer)

(1) Authorized staff to advertise for construction bids for the 2022 Bowers Waterline Replacement Project; and, (2) Authorized staff to advertise for construction bids for the 2022 Bijou 2/3 Waterline Replacement Project.

c. **TAHOE REGIONAL PLANNING AGENCY MITIGATION PAYMENT**

(Debbie Henderson, Accounting Manager)

Authorized Payment to the Tahoe Regional Planning Agency in the amount of \$42,678.54 for 5% mitigation fee on new sewer connections.

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

ITEMS FOR BOARD ACTION

- a. San Bernardino Class 1 Bike Trail Project – Upper Truckee River Waterline Crossing (Adrian Combes, Senior Engineer) – **Adrian Combs** provided details regarding the San Bernadino Class 1 Bike Trail Project and addressed questions from the Board. **John Thiel** expressed that this project will realize significant savings by working with the County.

Moved Romsos/Second Peterson/Sheehan Yes/Cefalu Yes/Romsos Yes/Peterson Yes/Exline Yes to approve and enter into a Construction and Funding Agreement with the County of El Dorado to provide for installation of a replacement waterline in an amount not to exceed \$654,500 .

- b. Election of Board Officers (Melonie Guttry, Executive Services Manager/Board Clerk)

Moved Cefalu/Second Peterson/Sheehan Yes/Cefalu Yes/Romsos Yes/Peterson Yes/Exline Yes to elected **Kelly Sheehan** as Board President for the 2022 calendar year.

- c. Election of Board Officers (Melonie Guttry, Executive Services Manager/Board Clerk)

Moved Sheehan/Second Cefalu/Sheehan Yes/Cefalu Yes/Romsos Yes/Peterson Yes/Exline Yes to elected **Dave Peterson** as Board Vice President for the 2022 calendar year.

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

Moved Sheehan/Second Cefalu/Sheehan Yes/Cefalu Yes/Romsos Yes/Peterson Yes/Exline Yes to approve Payment of Claims in the amount of \$1,108,125.10.

STANDING AND AD-HOC COMMITTEES AND LIAISON REPORTS:

Director Exline provided details regarding the Ad-Hoc Solar Committee Meeting on Tuesday, December 14, 2021.

Director Peterson provided details regarding Operations Committee Meeting on Monday, December 13, 2021, and **Director Romsos** provided additional details regarding water quality.

Director Peterson reported the Executive Committee met just prior to the Board Meeting today at 1 p.m. to discuss the General Manager's Employment Contract.

BOARD MEMBER REPORTS:

Director Peterson reported there was information on the social medial platform Nextdoor, regarding a proposed Adopt-a-Hydrant Program. **Shelly Thomsen** reported she is working with a regional group to create the campaign in relation to the "Take Care" program already in place.

Director Romsos reported he assisted with the District's Five Days of STPUD Cheer and further acknowledged District staff for doing such a great job with snow removal.

EL DORADO WATER AGENCY PURVEYOR REPORT:

Director Sheehan reported the December meeting was cancelled and the next meeting is scheduled for January 12, 2022.

STAFF/ATTORNEY REPORTS:

None

GENERAL MANAGER REPORT:

John Thiel reported on several items:

- Provided a staffing update
- Provided a COVID-19 update with no District employees out for any reason related to COVID-19. There is a new mask mandate issued by California Department of Public Health.
- Provided an update regarding Federal funding opportunities including potential Caldor Fire and Tamarack Fire Federal Emergency Management Agency (FEMA) funds.
- The District has been busy with snow removal and power outages, running the generators at the Wastewater Treatment Plant as well as Luther Pass on a full-time basis. He provided details regarding surge protectors and standby power including that the District has been a safe haven for staff who have been without power. In lieu of a Christmas Party this year, the District has been participating in Five Days of STPUD Cheer and he acknowledged the staff involved in the planning of the festivities.

BREAK AND ADJOURN TO CLOSED SESSION: 2:34 p.m.

RECONVENE TO OPEN SESSION: 3:35 p.m.

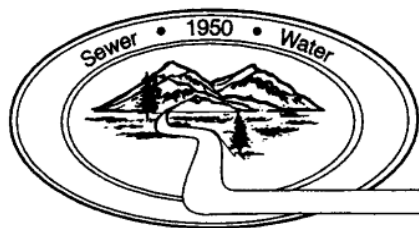
- a. Pursuant to Section 54957 of the California Government Code, Closed Session may be held regarding public employee evaluation for unrepresented employee position - General Manager.

No reportable Board action

ADJOURNMENT: 3:36 p.m.

Kelly Sheehan, Board President
South Tahoe Public Utility District

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



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BOARD AGENDA ITEM 6a

TO: Board of Directors
FROM: Debbie Henderson Accounting Manager
MEETING DATE: January 6, 2022
ITEM – PROJECT NAME: Payment of Claims

REQUESTED BOARD ACTION: Approve Payment of Claims

DISCUSSION: The Payment of Claims was not available when this Agenda was published due to weather related staffing issues. Payment of Claims will be distributed prior to the January 6 Board Meeting.

SCHEDULE: January 6, 2022

COSTS: N/A

ACCOUNT NO: N/A

BUDGETED AMOUNT AVAILABLE: N/A

ATTACHMENTS: Interoffice memo, Payment of Claims will be presented prior to and at the Board Meeting

CONCURRENCE WITH REQUESTED ACTION:

CATEGORY: Sewer/Water

GENERAL MANAGER: YES *JT* NO

CHIEF FINANCIAL OFFICER: YES *PH* NO

South Tahoe

Public Utility District

John Thiel, General Manager

Board Members

Chris Cefalu

David Peterson

Kelly Sheehan


Shane Romsos

Nick Exline

Memorandum

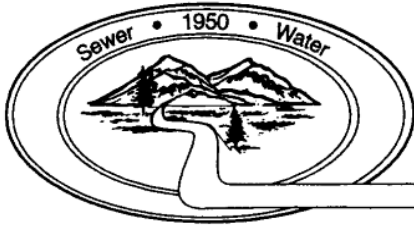
Date: January 6, 2022

To: Board of Directors

From: Paul Hughes, Chief Financial Officer 

Subject: Payment of Claims Report

Due to weather related staffing issues, the Payment of Claims was not available at the time the agenda was published. The report will be provided to you prior to the January 6, 2022 meeting.



South Tahoe Public Utility District

General Manager
John Thiel

Directors
Chris Cefalu
Shane Romsos
David Peterson
Kelly Sheehan
Nick Exline

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BOARD AGENDA ITEM 13a

TO: Board of Directors
FROM: Liz Kauffman, Human Resources Director
MEETING DATE: January 6, 2022
ITEM – PROJECT NAME: Public Employee Evaluation – General Manager

REQUESTED BOARD ACTION: Conduct Evaluation Process

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

SCHEDULE: N/A

COSTS: N/A

ACCOUNT NO: N/A

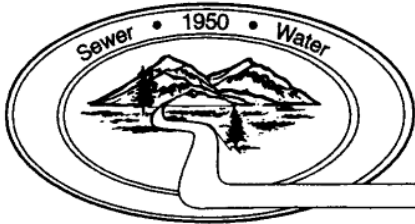
BUDGETED AMOUNT AVAILABLE: N/A

ATTACHMENTS: N/A

CONCURRENCE WITH REQUESTED ACTION: _____ **CATEGORY:** General

GENERAL MANAGER: YES *JT* NO _____

CHIEF FINANCIAL OFFICER: YES *PH* NO _____



South Tahoe Public Utility District

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John A. Thiel

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BOARD AGENDA ITEM 13b

TO: Board of Directors
FROM: Liz Kauffman, Human Resources Director
MEETING DATE: January 6, 2022
ITEM – PROJECT NAME: Public Employee Contract – General Manager

REQUESTED BOARD ACTION: Provide Staff Direction

DISCUSSION: Pursuant to Government Code Section 54957 of the California Government Code, Closed Session may be held regarding unrepresented public employee position – General Manager.

SCHEDULE: N/A

COSTS: N/A

ACCOUNT NO:

BUDGETED AMOUNT AVAILABLE: N/A

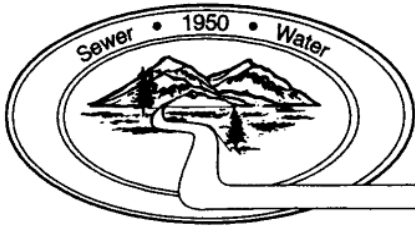
ATTACHMENTS: N/A

CONCURRENCE WITH REQUESTED ACTION:

CATEGORY: General

GENERAL MANAGER: YES *JT* NO _____

CHIEF FINANCIAL OFFICER: YES *PH* NO _____



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BOARD AGENDA ITEM 14a

TO: Board of Directors
FROM: Liz Kauffman, Human Resources Director
MEETING DATE: January 6, 2022
ITEM – PROJECT NAME: General Manager Agreement for Professional Services

REQUESTED BOARD ACTION: Approve the General Manager Agreement for Professional Services, between the South Tahoe Public Utility District and John Thiel for the position of General Manager, commencing January 6, 2022.

DISCUSSION: The Executive Committee has negotiated the General Manager Agreement for Professional Services, with John Thiel for the position of General Manager of the District, commencing on January 6, 2022. The Executive Committee recommends approval of the Agreement.

SCHEDULE: Contract start date January 6, 2022

COSTS:

ACCOUNT NO:

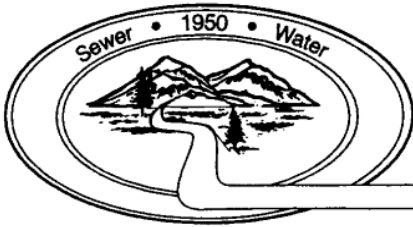
BUDGETED AMOUNT AVAILABLE:

ATTACHMENTS:

CONCURRENCE WITH REQUESTED ACTION: _____ **CATEGORY:** Sewer/Water

GENERAL MANAGER: YES *JT* NO _____

CHIEF FINANCIAL OFFICER: YES *RH* NO _____



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BOARD AGENDA ITEM 14b

TO: Board of Directors
FROM: Liz Kauffman, Human Resources Director
MEETING DATE: January 6, 2022
ITEM – PROJECT NAME: General Manager Salary

REQUESTED BOARD ACTION: Approve the General Manager's Salary for 2022-23 Contract year in the amount of \$20,337.30 per month, \$244,047.65 annually, effective January 6, 2022, through January 4, 2023.

DISCUSSION: The Board met with John Thiel, General Manager, to conduct an annual performance evaluation. The Contract for the General Manager provides eligibility for a merit increase to the next step in the salary range on an annual basis, as approved by the Board of Directors and based upon satisfactory performance.

The current Contract states the current salary will be paid through January 5, 2022. The current salary for the General Manager is Step D of the Management Salary Schedule, \$19,368.86 per month, \$232,426.33 annually. It is recommended that the General Manager's salary be increased to Step E of the Management Salary Schedule, \$20,337.30 per month, \$244,047.65 annually, effective January 6, 2022, through January 4, 2023.

SCHEDULE: Listed above

COSTS:

ACCOUNT NO:

BUDGETED AMOUNT AVAILABLE:

ATTACHMENTS: N/A

CONCURRENCE WITH REQUESTED ACTION:

CATEGORY: Sewer/Water

GENERAL MANAGER: YES JT NO _____

CHIEF FINANCIAL OFFICER: YES PH NO _____