

**SOUTH TAHOE PUBLIC UTILITY DISTRICT**  
**REGULAR BOARD MEETING AGENDA**  
**Thursday, May 5, 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. Bijou Pump Station Rehabilitation Project  
(Adrian Combes, Senior Engineer)  
1) Approve the proposed Scope of Work from Water Systems Consulting, Inc., to provide engineering services for the Bijou Pump Station Rehabilitation Project; and, 2) Authorize the General Manager to execute Task Order No. 2 in the amount \$116,411.
  - b. Setting Water and Sewer Capacity Charges  
(Paul Hughes, Chief Financial Officer)  
Adopt Ordinance No. 581-22, an Ordinance of the South Tahoe Public Utility District, Setting Water Capacity Charges and Sewer Connection Fees and Amending Administrative Code Sections 3.1.49(a), 3.1.49(c), 3.1.49(e), 4.5.7 and Associated Appendix Fee Schedules.
  - c. Approve Payment of Claims (Debbie Henderson, Accounting Manager)  
Approve Payment of Claims in the amount of \$2,267,169.47.

7. **STANDING AND AD-HOC COMMITTEES AND LIAISON REPORTS** (Discussions may take place; however, no action will be taken.)
8. **BOARD MEMBER REPORTS** (Discussions may take place; however, no action will be taken.)
9. **EL DORADO WATER AGENCY PURVEYOR REPORT**
10. **STAFF/ATTORNEY REPORTS** (Discussions may take place; however, no action will be taken.)
11. **GENERAL MANAGER REPORT** (Discussion may take place; however, no action will be taken.)
  - a. Staffing Update
  - b. Lake Valley Fire
  - c. Payment of Claims Process Alternatives
12. **NOTICE OF PAST AND FUTURE MEETINGS/EVENTS**  
**Past Meetings/Events**  
04/21/2022 – 2:00 p.m. Regular Board Meeting at the District  
  
**Future Meetings/Events**  
05/10/2022 – 3:30 p.m. System Efficiency and Sustainability Committee  
05/11/2022 – 10:00 a.m. El Dorado Water Agency Meeting in Placerville  
05/16/2022 – 3:30 p.m. Operations Committee Meeting at the District  
05/19/2022 – 2:00 p.m. Regular Board Meeting at the District

**ADJOURNMENT** (The next Regular Board Meeting is Thursday, May 19, 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, May 5, 2022**

**ITEMS FOR CONSENT**

**a. SECONDARY CLARIFIER NO. 3 REHABILITATION PROJECT**

(Stephen Caswell, Principal Engineer)

Approve Change Order No. 2 to TNT Industrial Contractors, Inc., in the amount of <\$52,120.14>.

**b. 2022 PURCHASE AND INSTALLATION OF FIRE HYDRANTS, VALVES AND ASSEMBLIES**

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

Award a Contract for the purchase of 37 fire hydrant assemblies and valves to lowest responsive, responsible bidder, American AVK Company, in the amount of \$103,665.61.

**c. VIRTUAL BOARD MEETINGS RELATED TO ASSEMBLY BILL 361 DUE TO COVID-19 STATE OF EMERGENCY PROCLAMATION**

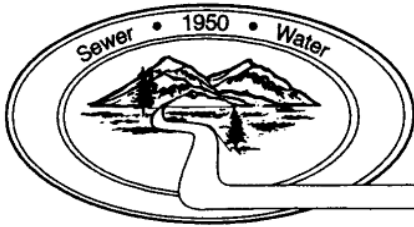
(John Thiel, General Manager)

Approve Resolution No. 3218-22 allowing for South Tahoe Public Utility District to conduct virtual public meetings for 30 days.

**d. INFORMATION TECHNOLOGY STRATEGIC PLAN UPDATE**

(Chris Skelly, Information Technology Manager)

Authorize staff to enter into a Contract with Government Technology Group, LLC, for professional services to develop an updated Information Technology Strategic Plan and to complete a Network Vulnerability Assessment for a cost not to exceed \$78,340.



# South Tahoe Public Utility District

General Manager  
John Thiel

Directors  
Chris Cefalu  
Shane Komsos  
David Peterson  
Kelly Sheehan  
Nick Exline

1275 Meadow Crest Drive • South Lake Tahoe • CA 96150-7401  
Phone 530 544-6474 • Fax 530 541-0614 • [www.stpud.us](http://www.stpud.us)

## BOARD AGENDA ITEM 4a

**TO:** Board of Directors  
**FROM:** Stephen Caswell, Principal Engineer  
**MEETING DATE:** May 5, 2022  
**ITEM – PROJECT NAME:** Secondary Clarifier No. 3 Rehabilitation Project

**REQUESTED BOARD ACTION:** Approve Change Order No. 2 to TNT Industrial Contractors, Inc., in the amount of <\$52,120.14>

**DISCUSSION:** Change Order No. 2 addresses:

- A. Four items to address additional work needed to construct the Secondary Clarifier No. 3 Rehabilitation Project (Project)
- B. One work item to reflect changes necessary to deal with impacts from the Caldor Fire delay
- C. Three balancing items to address the difference in the assumed quantities included in the Contract and the actual quantities of work performed.
  - A. The four items to address additional work to construct the Project include the following:
    - 1. During construction it was discovered that the clarifier underdrain system needed repair. This required more materials than were required in the original bid.
    - 2. The connection of the new RAS pipe to the existing RAS pipe required a reducing coupling in lieu of a standard coupling. This requirement was not known prior to excavating the pipe.
    - 3. The clarifier had originally been modified which buried a portion of the exterior wall. The seismic retrofit of the clarifier required the buried portion to be exposed. Upon exposing the wall, it was determined that repair of the concrete was needed.
    - 4. During construction it was determined that increasing the thickness of the concrete in the clarifier launder from 6 inches to 12 inches provided more protection to the low-density concrete fill provided as part of the seismic retrofit. Increasing the amount of material increased the cost of this portion of the work.

Items 1-4 above resulted in an increase in the Contract amount by \$23,911.75 and are items A, B, C, and E on the attached Change Order.

B. Because of the Caldor Fire, work on the Project did not occur for approximately one month. This pause pushed some of the work into colder times of year than was originally planned and additional protections and precautions were required to allow work to proceed. In particular, the grouting of the clarifier slab required the contractor to provide methods to keep the temperature of the grout above 55 degrees initially and to not allow any freezing to occur during the grout curing period. The equipment, materials, and labor to do this were not part of the original Contract and resulted in an increase in the Contract amount by \$27,746.11 and is item D in the attached Change Order.

C. The three balancing items include the following:

1. During construction the amount of concrete crack repair needed was higher than estimated in the bid documents. The Contract allowed for 100 square feet, but 262 square feet were required to address all of the cracks in the Clarifier wall. This additional work resulted in an additional cost of \$21,222 to the District.
2. The Contract has an allowance for as-needed work on the District's sewer system. This line item is to be used for work outside of the original scope of the Contract and can be used on any emergency or high priority work that was unknown at the time of bid. This allowance was not used on this project and results in a credit of \$100,000 to the District.
3. The Contract has an allowance for unknown underground conditions. This line item is to be used to address any conditions that are discovered during construction from unknown underground utilities. This allowance was not used on this project and results in a credit of \$25,000 to the District.

Items 1-3 above resulted in a decrease in the Contract amount by \$103,778 and are items F, G, and H on the attached Change Order.

**SCHEDULE:** As soon as possible

**COSTS:** <\$52,120.14>

**ACCOUNT NO:** 1030-7003 (SC3RHB)

**BUDGETED AMOUNT AVAILABLE:**

**ATTACHMENTS:** Change Order No. 2

---

**CONCURRENCE WITH REQUESTED ACTION:**

**CATEGORY:** Sewer

**GENERAL MANAGER:** YES     *J*     NO                     

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



# CHANGE ORDER NUMBER 02

Project: WWTP Secondary Clarifier No. 3 Rehabilitation Project

Contractor: TNT Industrial Contractors, Inc.

Date: 5/5/2022

PO #: 21-140

### The Contract Shall Be Changed As Follows:

A) Amend Bid Item 2 to reflect a \$2,067.02 increase in the bid price for additional underdrain materials. There is no change to the Contract Time related to this change in work.

**TOTAL FOR ITEM A IS \$2,067.02**

**TOTAL FOR CHANGE ORDER NO. 1 IS A + B + C + D + E + F + G +H = <\$52,120.14>**

	Dollar Amounts	Contract Time
Original Contract	<b>\$2,074,822.00</b>	480 Calendar Days
Previous Change Order	< <b>\$3,594.96</b> >	0 Calendar Days
Current Contract	<b>\$2,074,822.00</b>	480 Calendar Days
<b>THIS CHANGE ORDER</b>	< <b>\$52,120.14</b> >	0 Calendar Days
<b>New Contract Total</b>	<b>\$2,019,106.90</b>	480 Calendar Days

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 because 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: \_\_\_\_\_

B) Amend Bid Item 2 to reflect a \$1,886.46 increase in the bid price for supplying a reducing coupling for the RAS pipe connection in lieu of a standard coupling. There is no change to the Contract Time related to this change in work.

**TOTAL FOR ITEM B IS \$1,886.46**

C) Amend Bid Item 10 to reflect a \$11,373.59 increase in the bid price for providing additional concrete repair to the Clarifier wall that was discovered after removal of the sand fill as described in Design Clarification 5. There is no change to the Contract Time related to this change in work.

**TOTAL FOR ITEM C IS \$11,373.59**

D) Amend Bid Item 2 to reflect a \$27,746.11 increase in the bid price for additional requirements necessary to pour grout in cold weather conditions as outlined in Design Clarification 8. There is no change to the Contract Time related to this change in work.

**TOTAL FOR ITEM D IS \$27,746.11**

E) Amend Bid Item 2 to reflect a \$8,584.68 increase in the bid price for additional concrete for the clarifier launder as outlined in Design Clarification 7. There is no change to the Contract Time related to this change in work.

**TOTAL FOR ITEM E IS \$8,584.68**

F) Amend Bid Item 9 to reflect an increase in the quantity of an additional 162 square feet of concrete crack repair. At the unit cost of \$131.00/sf, this results in an increase in the bid price of \$21,222.00. There is no change to the Contract Time related to this change in work.

**TOTAL FOR ITEM F IS \$21,222.00**

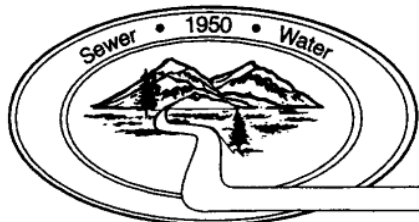
G) Amend Bid Item 7 to reflect a <\$100,000.00> decrease in the bid price to reflect that this allowance was not used as part of the project. There is no change to the Contract Time related to this change in work.

**TOTAL FOR ITEM G IS <\$100,000.00>**

H) Amend Bid Item 8 to reflect a <\$25,000.00> decrease in the bid price to reflect that this allowance was not used as part of the project. There is no change to the Contract Time related to this change in work.

**TOTAL FOR ITEM H IS <\$25,000.00>**

**TOTAL FOR CHANGE ORDER NO. 2 IS A + B + C + D + E + F + G +H = <\$52,120.14>**



# 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 4b

**TO:** Board of Directors

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

**MEETING DATE:** May 5, 2022

**ITEM – PROJECT NAME:** 2022 Purchase and Installation of Fire Hydrants, Valves and Assemblies

**REQUESTED BOARD ACTION:** Award a Contract for the purchase of 37 fire hydrant assemblies and valves to lowest responsive, responsible bidder, American AVK Company, in the amount of \$103,665.61.

**DISCUSSION:** The District has been awarded up to \$300,000 from the City of South Lake Tahoe American Rescue Plan Act to purchase and install fire hydrants on waterlines within the city limits of our service area. To fulfill the competitively solicited requirement of this funding source, staff advertised publicly and solicited bids for the procurement of 37 fire hydrant assemblies and valves on April 8, 2022. Only one bid was received and opened on April 26, 2022, at 10:00 a.m. The bid has been reviewed by staff and showed no deviations.

Staff recommends that the Board award a Contract with American AVK Company, the lowest responsive, responsible bidder, in the amount of \$103,665.61.

**SCHEDULE:** Upon Board approval

**COSTS:** \$103,665.61

**ACCOUNT NO:** 20.24.8303

**BUDGETED AMOUNT AVAILABLE:** City funding though the American Rescue Plan Act

**ATTACHMENTS:** Bid Item Summary Spreadsheet

---

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

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

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

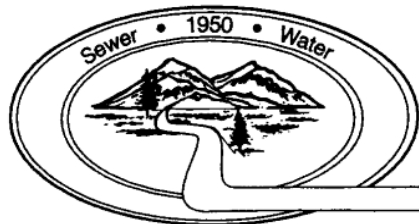


**South Tahoe Public Utility District**  
**Bid Results: 2022 Purchase of Fire Hydrant Assemblies and Valves**

Issued: 04/07/2022

Bid Close: 04/26/2022 10:00 AM (PDT)

<b>American AVK Company</b>					
<b>Item#</b>	<b>Description</b>	<b>UM</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Extended Price</b>
1	4' (four foot) bury fire hydrant assembly	EA	18	\$2,108.64	\$37,955.52
2	5' (five foot) bury fire hydrant assembly	EA	19	\$2,206.56	\$41,924.64
3	Gate valves, 6" nominal size, (MJ x FL), Class 150	EA	37	\$642.85	\$23,785.45
				<b>Total</b>	<b>\$103,665.61</b>



# 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 4c

**TO:** Board of Directors  
**FROM:** John Thiel, General Manager  
**MEETING DATE:** May 5, 2022  
**ITEM – PROJECT NAME:** Virtual Board Meetings related to Assembly Bill 361 due to COVID-19 State of Emergency Proclamation

**REQUESTED BOARD ACTION:** Approve Resolution No. 3218-22 allowing for South Tahoe Public Utility District to conduct virtual public meetings for 30 days.

**DISCUSSION:** The California Governor's Emergency Executive Order allowing for virtual public meetings expired on September 30, 2021. As a result, Assembly Bill 361 passed September 10, 2021, signed into law September 26, and set to expire on December 31, 2023, allowing some variation of virtual meetings to continue. Local agencies are allowed to continue conducting meetings virtually so long as the Governor has proclaimed a state of emergency and the Bill imposes new requirements for authorizing and holding such virtual meetings. One such requirement is that the Board would be required to determine that in person meetings were not in the best interest of health and safety of the Board and public and that decision would need to be put on the Agenda and voted on every 30 days.

**SCHEDULE:** Upon Board approval  
**COSTS:** N/A  
**ACCOUNT NO:** N/A  
**BUDGETED AMOUNT AVAILABLE:** N/A  
**ATTACHMENTS:** Resolution No. 3218-22

**CONCURRENCE WITH REQUESTED ACTION:** \_\_\_\_\_ **CATEGORY:** General

**GENERAL MANAGER:** YES    *JT*    NO \_\_\_\_\_  
**CHIEF FINANCIAL OFFICER:** YES    *PH*    NO \_\_\_\_\_



1 restrictions and requirements due to a "close contact" which occurs when individuals  
2 are within six feet of another in certain circumstances; and

3 **WHEREAS**, California Department of Public Health and the federal Centers for  
4 Disease Control and Prevention caution that the Delta variant and the Omicron variant  
5 of COVID- 19 are more transmissible than prior variants of the virus and that even fully  
6 vaccinated individuals can spread the virus to others resulting in rapid and alarming  
7 rates of COVID-19 cases and hospitalizations; and

8 **WHEREAS**, the COVID-19 virus continues to pose imminent risk to health and  
9 safety and directly impacts the ability of the public and the Board to meet safely in  
10 person, accordingly, the Board hereby recognizes the proclamation of state of  
11 emergency by the Governor of the State of California and the regulations of Cal/OSHA  
12 recommending physical distancing; and

13 **WHEREAS**, as a consequence of the emergency related to COVID-19, to allow for  
14 physical distancing and remote meeting attendance, the Board intends to continue to  
15 invoke the provisions of AB 361 as provided in Government Code section 54953, subd.  
16 (e) and such meetings of the District shall comply with the requirements to provide the  
17 Board members and the public with access to the meetings as described in paragraph  
18 (2) of subdivision (e) of section 54953; and

19 **WHEREAS**, the Board meetings will be accessible to the public to attend  
20 electronically or via phone.

21 **NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED** by the South Tahoe  
22 Public Utility District Board of Directors does hereby find and resolve as follows:

- 23 1. The foregoing recitals are true and correct.
- 24 2. The meetings of the Board may be held with teleconference rules pursuant to  
25 the provisions of subdivision (e) of Government Code section 54953 due to the impacts  
26 of COVID-19, the Governor's state of emergency proclamation, state and local  
27 recommendations and the importance of physical distancing to minimize any potential  
28 adverse health and safety risks.

1           3. The Board hereby considers the current conditions of the state of emergency  
2 and the state and local recommendations and regulations related to social distancing  
3 and reauthorizes remote teleconference meetings.

4           4. Staff is hereby authorized and directed to take all actions necessary to carry  
5 out the intent and purpose of this Resolution including, conducting open and public  
6 meetings of the Board in accordance with subdivision (e) of Government Code section  
7 54953 and other applicable provisions of the Brown Act for remote only teleconference  
8 meetings.

9           5. Staff is further directed to continue to monitor the conditions and health and  
10 safety conditions related to COVID-19, the status of the Governor's state of emergency,  
11 the local orders related to physical distancing, and the state regulations related to  
12 social distancing, and present to the Board at its next regularly scheduled meeting the  
13 related information and recommendations for remote only meetings pursuant to the  
14 provisions of Government Code section 54953(e)(3) and to extend the time during  
15 which the Board may continue to teleconference without compliance with paragraph  
16 (3) of subdivision (b) of section 54953.

17           **WE, THE UNDERSIGNED**, do hereby certify that the above and foregoing  
18 Resolution No. 3218-22 was duly and regularly adopted and passed by the Board of  
19 Directors of the South Tahoe Public Utility District at a regular meeting held on the 5<sup>th</sup>  
20 day of May, 2022, by the following vote:

21           AYES:

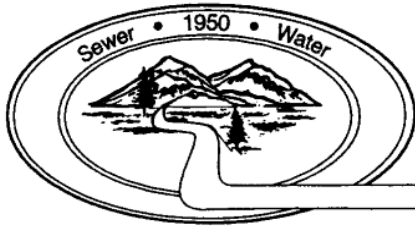
22           NOES:

23           ABSENT:

24           \_\_\_\_\_  
25           Kelly Sheehan, Board President  
26           South Tahoe Public Utility District

27           ATTEST:

28           \_\_\_\_\_  
29           Melonie Guttry, Clerk of the Board  
30           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

1275 Meadow Crest Drive • South Lake Tahoe • CA 96150-7401  
Phone 530 544-6474 • Fax 530 541-0614 • [www.stpud.us](http://www.stpud.us)

## BOARD AGENDA ITEM 4d

**TO:** Board of Directors

**FROM:** Chris Skelly, Information Technology Manager

**MEETING DATE:** May 5, 2022

**ITEM – PROJECT NAME:** Information Technology Strategic Plan Update

**REQUESTED BOARD ACTION:** Authorize staff to enter into a Contract with Government Technology Group, LLC, for professional services to develop an updated Information Technology Strategic Plan and to complete a Network Vulnerability Assessment for a cost not to exceed \$78,340.

**DISCUSSION:** An Information Technology (IT) Strategic Plan (Plan) is developed to help IT departments and organizations best utilize their current technology resource investments. The Plan identifies improvements for future implementation and provide guidelines for setting priorities. The Plan is broken up into sections that cover costs, staffing, timelines, security, functionality, backup, and disaster recovery. Specific recommendations are also provided to assist the District and the District's IT Department with maintaining a "Best Practices" service delivery for each of the areas.

Staff received three responses to the Request for Proposal. Costs ranged from \$78,000 to \$94,720. After receiving the responses, IT staff reviewed the Proposals against criteria such as completeness, relevance of references, stated project methodology, and communication skills. After all reviews were complete, staff averaged the scores for each category and Government Technology Group, LLC, (GTG) had the best average score across all graded metrics demonstrating the best Proposal and value to the District.

The District's Plan was last updated by NextLevel Information Technology in 2014. The Plan has served the District well and stayed relevant for roughly five years. IT evolves rapidly and these plans have a good record of preparing the District's infrastructure to be able to support emerging technologies. The Plan will help ensure that the District's investment in technology resources is maximized, secure, and safe. GTG has a proven track record of helping other water and wastewater organizations around the state. With their assistance, the IT Department and the District, will be positioned to support the business goals of the District and its customers for the next several years.

**SCHEDULE:** Project estimate six Months

**COSTS:** Not to exceed: \$78,340

**ACCOUNT NO:** Various

**BUDGETED AMOUNT AVAILABLE:** \$84,000

**ATTACHMENTS:** Government Technology Group, LLC Proposal

---

**CONCURRENCE WITH REQUESTED ACTION:**

**CATEGORY:** Sewer/Water

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

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



# Proposal for Information Technology Strategic Plan Refresh

to



**South Tahoe Public Utility District  
1275 Meadow Crest Dr.  
South Lake Tahoe, CA 96150**

From



**GOVERNMENT  
TECHNOLOGY GROUP, LLC**

**2930 Geer Rd  
Suite 273  
Turlock, CA 95382  
(209) 678-3077**

[projects@GovTechGroup.net](mailto:projects@GovTechGroup.net)





## Contents

Executive Summary .....	6
Firm Qualifications .....	9
Project Team Qualifications .....	11
Project Approach .....	14
Project Time Schedule .....	24
Proof of Insurance.....	26
Exhibit A – Scope of Work .....	27
Exhibit B – Project Costs and Standard Fee Schedule.....	30
Exhibit C – Security Assessment Scope.....	33
Exhibit D - Additions and Exceptions.....	43
Exhibit E - Project References .....	44
Exhibit F - Resumes.....	46
Exhibit G - Backup, Restore, Disaster Recovery (BRDR) .....	52



## Letter of Transmittal



March 23, 2022

Chris Skelly, Information Technology Manager  
South Tahoe Public Utility District  
1275 Meadow Crest Dr.  
South Lake Tahoe, CA 96150

**Subject: Information Technology Strategic Plan Proposal by Government Technology Group, LLC**

Dear Mr. Skelly,

Government Technology Group, LLC (GTG) respectfully submits this proposal of work to South Tahoe Public Utility District to complete an Information Technology Strategic Plan Refresh that will guide district technology for the next 5 years.

GTG is a technology consulting firm comprised of public service information technology leaders. We have extensive experience in local government with practical, hands-on, real-life expertise delivering traditional business applications and network infrastructure technologies. We have developed and implemented technology plans for Dublin San Ramon Services District; the cities of Victorville, Concord, Danville, Hayward, Sunnyvale, Ventura, Chico, Vacaville, Santa Barbara; the housing authorities of Alameda and San Mateo; and Riverside County. We will deliver the same for the South Tahoe Public Utility District.

In addition, GTG has partnered with Spirent for their security expertise in technology-based penetration and vulnerability testing/reporting. Spirent's experience includes substantial work for agencies world-wide including the following government agencies City of San Jose, City of Mission Viejo and City of Rockville, MD. Spirent will provide support for security testing as outlined in exhibit C. We are confident that, based on the Request for Proposal (RFP), Government Technology Group meets or exceed the conditions asked for in the selection criteria.

In this Covid-19 era, most of the consulting and engineering work will be primarily performed virtually using Zoom. If, as is being projected, the pandemic recedes by mid-year then on-site work can be reevaluated.

Thank you for your consideration and we look forward to discussing the proposed projects further with you.

Sincerely,

*Jeff Lewis*

Jeff Lewis, PMP, CGEIT  
Principal Consultant  
[Jeff@GovTechGroup.net](mailto:Jeff@GovTechGroup.net)



## Executive Summary



## Executive Summary

Technology plays a vital role in helping the South Tahoe Public Utility District (STUPD) improve service delivery and streamline district operations to achieve cost efficiencies and increased productivity. Technology enables innovation in business and operational processes and users are demanding new technology to simplify or speed their work. The extensive integration of technology into the District's operations and services and its great potential to deliver benefit requires the District to make careful decisions about when, where, and how to use it. Business and operational strategies and the resource management of personnel, assets, and services drive informational requirements and strategies. Only then can the organization move from data, to insight, to action, to outcome using technology to deliver actionable information to power business and operational decisions.

Government Technology Group LLC (GTG), a consulting group of former, local government CIO's and IT leaders, with the support of our sub-contractor Spirent, a security expert with extensive penetration and vulnerability testing, will provide STUPD an Information Technology Strategic Plan that will ensure STUPD's ability to effectively use technology to support, optimize, enhance, and extend its operations and business processes while protecting it from security threats.

We do this through a structured, phased approach that builds on the earlier stages and findings to discover and resolve foundational gaps in technology and organization, recommend road maps and prioritizations, and enlighten and energize workforce support for a coherent and integrated district-wide technology portfolio. Each subject discipline is addressed through technical research that become part of the greater Information Technology Strategic Plan as outlined in our Statement of Work. The information reviewed in our analysis is a collaborative effort with District staff through conversations, surveys, meetings, workshops, and reviews, supplemented by subject matter expertise and awareness of industry best practices and evolving trends. Extensive communication is key, and our project initiation process ensures that joint expectations are fully understood and met throughout the project with regular meetings and reporting. Our schedule, a work plan of twenty to twenty-two weeks (Strategic plan and Disaster recovery at same time vs contiguous), is exemplary of how each project phase is memorialized in a milestone and it is flexible to meet District staffing and operational requirements. Background preparatory activities for each milestone will be continuous throughout the project to meet the stated objectives and deliverables.

As technology leaders in our recent organizations and now in consulting, GTG provides significant, hands-on project experience delivering technology advancement in cities, agencies, and districts, working with public funds while answering to City Councils and District Boards of Directors. Like you, we have continually held the responsibility to design, plan and implement complex network and software projects. We get it done! Recent projects include network upgrades, cybersecurity, telephony, ERP implementations, enterprise content document management systems, websites, SCADA networks and security, CMMS asset management systems, cloud office systems, among others. We have been successful through partnering with the user communities to accomplishing these upgrades, conversions, and replacements without interruption to the critical work of the organizations.

Spirent has a long history of successful security analysis, design, development, and resolution of for high level corporations.

The combined strength of these two firms meets all the required qualifications with a history of accomplishment delivering technology-based strategic plans and security assessments for local government agencies to take advantage and protect itself with new technologies. Our two firms are prepared to assist with the District's Technology Plan that will position the agency to embrace these advancements.



STUPD's Information Technology Strategic Plan will become a framework for the next 5 years that will facilitate the alignment of technology to the strategic intent of the District operations and allow the District to target investments and develop capabilities that contribute to achieving strategic and organizational objectives while protecting its assets and reputation. The resulting governance structure will provide a process discipline to ensure that new projects and opportunities are thoroughly vetted. The Plan will guide and enable decisions on how technologies support operational and business processes and help staff collaborate within and across divisional boundaries. A portfolio of systems perspective on systems integration will guarantee that enterprise business rules are consistently applied, that the integrity of data is not compromised, interfaces and information flows are standardized, and that connectivity, security and interoperability requirements are managed. It will lay out steps towards technology convergence, striving towards a standard, supportable technology portfolio for the District.

If STUPD proceeds with the Disaster Recovery Plan refresh, the Government Technology Group will complete the project in conjunction with the Strategic Plan refresh or serially as desired by the agency and staff resource availability.





**Firm Qualifications**

Government Technology Group LLC (GTG), formed in 2019 (combining Priest Consulting with the Government Technology Group representing 10 years of Consulting Services), represents over 100 years of professional technology experience by its principals. After 20 plus years of joint inter-agency cooperation, consulting and personal collaboration with each other and their respective agencies' technologies, a group of former Bay Area CIO's expanded a technology consulting firm that specializes in government technology challenges. We have assisted a number of clients with IT assessments, strategic planning, and master plans which includes Victorville, Santa Barbara, Hayward, Vacaville, DSRSD, Housing Authority of Sant Clara County, Housing Authority of Alameda, and the Greater Vallejo Recreation District to name a few. This includes Water/Wastewater/Recycled Water Special District and municipalities with water/wastewater facilities.

Our expertise includes planning and implementation of complex, major software installations and operations in the following areas, where we have provided problems that impact organizations such as STUPD:

<p><b>Network Infrastructure</b></p> <ul style="list-style-type: none"> <li>Enterprise Network Architecture</li> <li>Network Operations &amp; Engineering</li> <li>SCADA WAN &amp; IP Network Engineering</li> <li>Availability &amp; Capacity Management</li> <li>Contingency Planning/ Business Resumption</li> <li>Security Administration – Zero Trust</li> <li>Firewall/VPN/IDP/AntiVirus/</li> <li>AntiSpyware/AntiMalware/Web Filtering</li> <li>Internet Service Provision</li> <li>Telephony - Voice - Telephones - Cell Phones - Call Center - Presence – Messaging</li> </ul>	<p><b>System Administration</b></p> <ul style="list-style-type: none"> <li>Windows System Administration</li> <li>File and Print Services</li> <li>Microsoft Office 365</li> <li>Local &amp; Cloud Directory Services Administration</li> <li>Server Configuration Management</li> <li>Storage Area Network Administration</li> <li>ECMS (Enterprise Content Management) System Administration</li> <li>Application &amp; Storage Virtualization</li> <li>Exchange Messaging Operations</li> <li>Backup Operations</li> <li>Desktop and Mobile Hardware &amp; Software</li> <li>Software Licensing</li> </ul>
<p><b>Application Administration</b></p> <ul style="list-style-type: none"> <li>Application Support and Administration</li> <li>Application Change/Release Management</li> <li>Application Integration</li> <li>Application Configuration</li> <li>Reporting</li> <li>Programming</li> <li>eO&amp;M</li> <li>Automated Meter Infrastructure</li> <li>Secure Utility Billing and Permitting</li> <li>Customer Internet Portals</li> <li>Help Desk Management</li> </ul>	<p><b>Management Information Systems</b></p> <ul style="list-style-type: none"> <li>Data Warehousing</li> <li>Business Intelligence</li> <li>Management Dashboard</li> <li>Cloud</li> <li>Technical Workforce Management</li> <li>Enterprise Resource Planning (ERP)</li> <li>SQL Database Operations &amp; Administration</li> <li>Software Training</li> <li>Internet Websites</li> <li>SharePoint</li> <li>CMMS Asset Management</li> </ul>





Spirent Security Labs has more than 1,700 customers across Africa, Asia, Europe, Latin America, and North America. Spirent's team of experts are dedicated to providing penetration testing, managed vulnerability scanning services, and security best practices training. Our team has experience working with numerous global institutions providing scanning and penetration services



## Project Team Qualifications



## Project Team Qualifications

### Government Technology Group

GTG will assign Mr. Jeff Lewis as the primary consultant, and Mr. Guenther and Mr. Priest as subject matter experts (SME)/Senior consultants to the project. GTG will also be partnering with Spirent Security Labs for this project to enhance our expertise in penetration testing, managed vulnerability scanning services, and security best practices.

#### **Jeff Lewis, MPA, PMP, CGEIT – Project Manager**

Jeff Lewis is a veteran in the field of Information Technology and has a career that spans over thirty-eight years in public, private, and non-profit sectors including positions in local government, medical, and technology consulting. He has served as Chief Information Officer for multiple local government and non-profit agencies, is a founding member of the Government Technology Group ([www.GovTechGroup.net](http://www.GovTechGroup.net)) and has served as the Director of Smart Region Initiative at Joint Venture Silicon Valley.

As a CIO Jeff has led Smart City, broadband, technology strategic and GIS planning, enterprise architecture, policy, and research initiatives for local government.

#### **Mr. Mark Guenther, CGCIO - Systems and Programming Expert**

Mr. Guenther is a retired municipal Chief Information Officer with a wide range of hands-on technical expertise. In both the CIO and consulting roles, he has overseen the successful implementation of citywide enterprise resource planning (ERP) systems, permitting systems and utility billing functions, including secure online customers access to permit and utility accounts.

#### **Mr. Clancy Priest, IEEE – Network and Systems Expert**

Mr. Priest is a retired 30+ year municipal Chief Information Officer who has been part of several organizations. Mr. Priest is currently an independent technology consultant offering a wide range of technical expertise. His education is in the technical field with a BS in engineering. Mr. Priest has a wide range of technical abilities with an emphasis on project and program management, with extensive experience in various forms of information technology and executive management.



## Spirent Team Credentials and Certifications



- **OSCP** (Offensive Security Certified Professional)
- **OSCE** (Offensive Security Certified Expert)
- **OSWE** (Offensive Security Web Expert)
- **GXPN** (GIAC Certified exploit researcher and advanced penetration tester)
- **GPEN** (GIAC Penetration Tester)
- **GICSP** (Global Industrial Cyber Security Professional)
- **NSA ISAM** (NSA InfoSec Assessment Methodology Certification)
- **CISSP** (Certified Information Systems Security Professional)
- **CREST CCT APP** (Crest Certified Tester – Applications)
- **CREST CPSA** (CREST Practitioner Security Analyst)
- **CREST CRT** (CREST Registered Penetration Tester)
- **UCP** (Unix Certified Programmer)
- **M.S Computer Science**
- **M.S Electrical Engineering**
- **B.S Computer Science**
- **B.S Mechanical Engineering**



## Project Approach



---

## Project Approach

GTG's assessment and strategic technology planning methodology is built on the combined experience of our group in delivering services to public agencies. GTG will perform an assessment of STUPD's current technology use and the strengths and weaknesses of the current technology. The technology assessment activities will provide the foundation upon which the Information Technology Strategic Plan will be built.

The principal consultants that will be involved with this project have completed a number of projects similar to the one proposed. Below is a list of IT Master/Strategic plans or IT Assessments that were completed by our team:

City of Victorville – IT Strategic Plan – 2021  
City of Hayward – IT Strategic Plan - 2009  
City of Santa Barbara – IT Strategic Plan – 2012  
Hayward Unified School District – Fiber Optic Plan - 2013  
Alameda County Office of Education – IT Assessment – 2013  
City of Benicia – IT Assessment – 2013  
City of Alameda Housing Authority – IT Master Plan -2013  
City of San Leandro – Wireless master Plan - 2013  
City of Vacaville – IT Master Plan – 2014  
City of Cupertino – IT Assessment – 2015  
City of San Rafael – Document Management Plan - 2015  
Dublin Unified School District – IT Assessment – 2015  
Greater Vallejo Recreation District – IT Assessment – 2018  
Town of Danville – IT Master Plan – 2016  
Dublin San Ramon Service District – IT Master Plan – 2017

GTG's methodology will be focused on the involvement and interaction with the department users of technology and those setting the business and operations direction for STUPD. GTG's Information Technology Strategic Planning methodology creates processes that yield positive results. GTG's proposed work plan includes several phases that build upon one another through actions and technical reports that ultimately become part of the South Tahoe Public Utility District Information Technology Strategic Plan:

The first phase establishes the foundation for effective communication and the successful completion of the project.

The second phase focuses the assessment on STUPD's current environment and how technology resources support operations, gaps, opportunities and of STUPD's technology service delivery and management.

The next phase builds the tools and vision for the future of STUPD Portfolio of Technology. Here workshops and road maps contribute to the understanding of how that future can be achieved.

The final step, which follows a structured methodology to develop a Master Plan that is supported by the information gathered in the "Assessment" and "Vision" phases to develop recommendations and projections for future technological improvements and business and operational process changes.



## PROJECT INITIATION

### Planning Meeting

The purpose of this phase is to share our proposed work plan and schedule. This stage includes confirming GTG's understanding, as well as the understanding of the stakeholders, regarding the scope of work and the process for accomplishing the overall objectives of the project.

GTG will meet with STUPD's Project Manager and other key staff to refine and confirm the detailed scope of work, project timeline, deliverables, project status reporting methods, project participants (i.e., sponsor, subject matter experts, technical resources, etc.), and other items to ensure a well-planned project. During this step, we will tentatively build with STUPD workshop attendance lists as needed.

Based on GTG's experience on similar projects, Project Timeline, the project schedule shall be refined with the project manager from STUPD. The success of achieving this schedule largely depends on the availability, participation, and knowledge of STUPD assigned staff. GTG will submit monthly progress reports to STUPD showing completion progress for each task and associated subtasks. GTG will also provide an earned value report to compare completion progress versus budget spent.

Deliverables: Draft and Final Project Plan.

### Project Initiation Meeting

Since the project will have an organization-wide impact, it is important to proactively communicate with all impacted staff to ensure a clear understanding of project goals and objectives, roles and responsibilities, approach, tasks, and timeline. This meeting also provides the opportunity to introduce the GTG personnel to STUPD staff and should involve senior level management and project sponsors. It is important that all STUPD staff that will be involved in the project, regardless of their role, participate in the Project Initiation Meeting.

Deliverable: Project Initiation Meeting

## ASSESSMENT PHASE

In this step, GTG will work closely with the organization's technology stakeholders to perform a comprehensive assessment of existing technologies and staffing, including technology and skill gaps that will identify current strengths and weaknesses, including high level documentation of existing District information systems. To reduce cost and add value, GTG plans to use STUPD's existing survey conducted in 2020 to assess and determine overall satisfaction in terms of technology service delivery, support and projects desired. STUPD's existing survey will be the mechanism that provides all technology users input into future technology needs. GTG will document the STUPD's future vision for the use of technology and the gap analysis between that vision and the current technological realities.

In those areas where the assessment provides an inventory of opportunities, GTG will provide one or more recommended actions, an assessment as to the relative priority of each recommendation, and an action plan that considers the relative importance of each recommendation and a recommended timeframe for implementation.



---

## VISION PHASE

Using the assessment of the current environment, the next phase focuses on planning the future.

Key to how GTG's Technology Assessment evaluates whether STUPD's technology infrastructure and support organization is prepared to support the current and future needs of STUPD is by reviewing key operational "assessment dimensions," which are described briefly below. This will assist GTG to collaboratively develop plans for STUPD's systems.

- ♦ Governance – Evaluation of the current technology organization and assessment of its skills, staffing levels, and capability to maintain and support operation of current and future systems.
- ♦ Service Delivery – Evaluation of the daily operation of the technology environment including budget, service metrics, maintenance, help desk, configuration management, change management and capacity management.
- ♦ Application Support – Evaluation of the processes and methods to support business and operational applications.
- ♦ Security – Evaluation of STUPD's technology security and data protection practices.
- ♦ Infrastructure – High level review of the network, servers, desktops, telephony, storage configurations, remote access, data storage, server management, telephony, enterprise systems, plant technology, enterprise asset management, document management, mobile technology, security, database architecture analysis, software applications, and operational procedures.
- ♦ Administration – Examination of the technology documentation relative to processes, policies, and procedures, standards, file retention, operating manuals, and training.

These evaluative considerations will become a part of a framework to ensure current and future technology projects meet STUPD needs and can be supported long term.

Using the above criteria and findings to date, GTG will facilitate a series of workshops with STUPD system users to assess and collaboratively develop plans for the current technology environment, articulate barriers to full utilization of those technologies, industry best practices, "Best of Breed" research, and planned uses and expansion of the technology in the future. The workshops will be held for the aggregated identified systems in the RFP and attended by department managers, super users and key support staff as directed by STUPD.

GTG will work with STUPD to review and use the findings of previous stages. During this phase, GTG will facilitate workshops that uses a multi-step process to arrive at a STUPD -wide prioritization of identified projects that will provide the basis for roadmaps for the Information Technology Strategic Plan. The scope of work outlines the many documents that will make up the milestones to support the Plan.

## STRATEGIC PLAN

GTG will incorporate work products and technical research from previous tasks as the foundation for the development of STUPD's Strategic. GTG will use this information, as well as other information provided by staff and independent research, to create a draft of the Strategic Plan and review it with STUPD. Upon completion and acceptance of the final Technology Master Plan, GTG will give a professional presentation summary to multiple audiences, including the Executive Team and the Board if desired.

Deliverable: Draft and Final Master Plan and Master Plan





---

## PENETRATION TESTING

GTG will be using SecurityLabs (sub-contractor) to perform the security testing segment of our tasks. SecurityLabs team of experts are dedicated to providing penetration testing, managed vulnerability scanning services, and security best practices training. Our team has experience working with numerous global institutions providing scanning and penetration services on networks, applications, and IoT devices as well as source code analysis. Following is a summary of the work they will perform as outlined in exhibit C.

### Proposed Scope of Testing

Spirent will perform security testing services for the client including Internal Network Vulnerability Scan and External Network Penetration Testing.

#### Internal Network Vulnerability Scan

Spirent SecurityLabs Internal Network Vulnerability Scan will perform a thorough assessment of the in-scope target environment and outputs detailed recommendations to improve the security posture of the client's internal infrastructure.

##### Project Planning:

- Spirent SecurityLabs and representatives of the client will formalize the scheduling, logistics and identifying client contacts.

##### Assessment and analysis:

- Spirent SecurityLabs will conduct an interactive port scan of the client's internal infrastructure to identify active IP addresses and open ports.
- All open ports on active IP addresses are analyzed to determine software, services and configurations. This information is then cross-referenced with a comprehensive commercial knowledge base of vulnerabilities to identify potential threats to the client's internal infrastructure.

#### External Network Penetration Testing

Spirent SecurityLabs External Network penetration test represents an effort to discover network infrastructure and services configuration weaknesses and to uncover exploitable vulnerabilities regarding insecure server configuration, default system passwords, unpatched servers with known vulnerabilities, insecure firewall configuration, insecure communications, information leakage and improper error handling. This test will be focused on pen testing network infrastructure such as firewalls, external routers, e-mail servers, web servers and virtual hosts, etc. through both automated and manual pen testing techniques, and then create a list of actionable weaknesses.

The penetration testing project proceeds in the following phases:

##### Project Planning:

- Spirent SecurityLabs and representatives of the client will formalize the scheduling, logistics and identifying client contacts.

##### Assessment and analysis:

- Spirent SecurityLabs will perform Open-Source Intelligence (OSINT) to gather as much information as possible about the client's Internet footprint.
- Spirent SecurityLabs will conduct an interactive port scan of the client's external infrastructure to identify



active IP addresses and open ports.

- All open ports on active IP addresses will then be analyzed to determine software, services, version and configuration for hosts.
- While the exact activities within a penetration test will vary depending upon the technology used in the environment, engagements will generally adhere to the following approach:

Reconnaissance – Passive information gathering about the target organization and the associated network.

- Network Mapping
- Automated Vulnerability Scanning
- Service Enumeration
- Service Banner and Version Enumeration
- Testing for Published Vulnerabilities and Misconfigurations:
  - Insufficient and/or lack of authentication
  - Protocol weaknesses
  - Configuration issues
  - Unpatched Services, Applications as well as Operating Systems
  - Information Leakage
- Exploitation
- Identifying Administrative Interfaces:
  - Username Enumeration
  - Check for default and/or common passwords
  - Check for authentication/authorization issues
  - Logical errors
- Post Exploitation
- Data Exfiltration
- Clean-up



## Deliverables

Spirent SecurityLabs will deliver a comprehensive report detailing any discovered security vulnerabilities, impact, suggested remediation, and ample evidence needed to support the finding, as well as information needed to reproduce the finding.

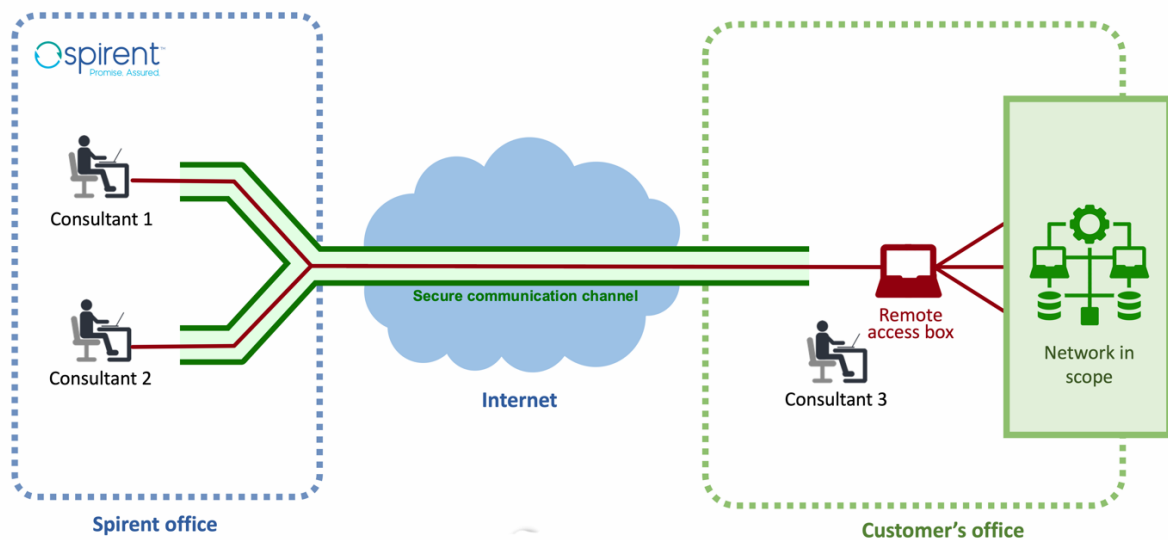
## Assumptions

- Services will be provided remotely from Spirent Security Labs.
- Client will provide access to specified target(s) to be assessed.
- Client to identify the process to communicate any critical findings during assessment engagement.

## Remote assessment using a jump-box

Testing will be conducted by SecurityLabs consultants remotely via a jump-box. The jump-box is a physical or virtual device (a virtual machine) that will be provided to the client prior to the commencement of the engagement and to be connected to their internal infrastructure in scope.

We were provided with the information that the internal network is split into segments (three VLANs) so the client should work together with Spirent SecurityLabs on the assignment and help with switching the jump-box from one VLAN to another on-demand.





## Roles and Responsibilities

- Client - Complete an Assessment Questionnaire.
- Client and Spirent SecurityLabs Consultant - Conduct a kick-off call prior to testing.
- Spirent SecurityLabs Consultant to establish connectivity to the target(s).
- Spirent SecurityLabs Consultant to Test the target(s).
- Spirent SecurityLabs Consultant to Deliver reports and review findings

## Length of Testing

The testing will be done in blocks, some done sequentially, some done concurrently by several individuals, in close coordination. The length of testing for the work currently proposed is 1-2 weeks. The time period includes testing, creation of the draft report, review of draft report with the client, and issuance of the final report.

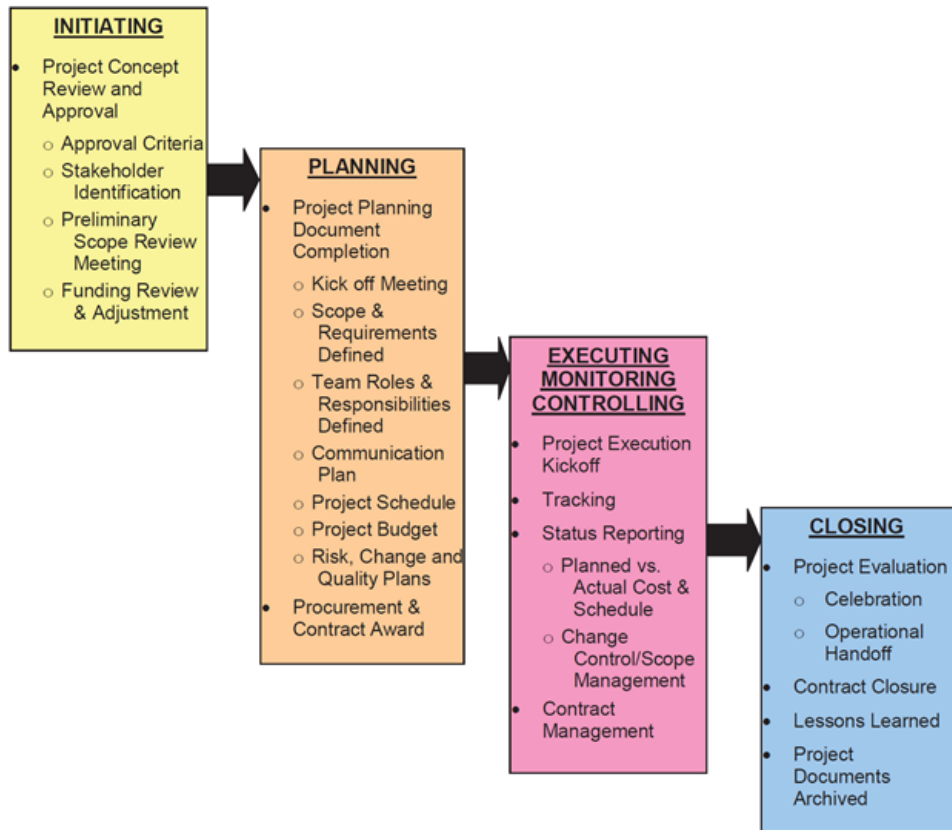
## Testing Locations

Assessment Type	Testing Location
Internal Network Vulnerability Scan	Remote with Spirent provided Jumpbox with the client's onsite support
External Network Penetration Test	Remote



## Quality Assurance/Quality Control Program

GTG follows the Project Management Book of Knowledge waterfall process to monitor and manage quality control. This includes creating approval criteria and setting quality standards during the initiating phase, deciding on what to focus on and building quality into the project during the planning phase, tracking status reporting and change control during the Executing, Monitoring and Controlling phase and documenting lessons learned and importing documents during the closing phase as outlined in the following image.



The following five steps will be used during the four phases of the project management process to develop a quality control process:

### Phase I – Initiating

Step 1. Set your quality standards.

### Phase II - Planning

Step 2. Decide which quality standards to focus on.

This allows your agency and GTG to ensure quality in all aspects of the project by focusing on the most important measures — those that have the biggest effect on your agency and your customer experience. This will improve the ability to get results quickly and also keeps the project team focused and avoiding becoming overwhelmed.



3. Create processes to build quality into the project.

Well-designed processes lead to high-quality products and services. This step will include working closely with STUPD's project manager in creating requirements to measure to and documenting team responsibilities for accountability. In addition to this, the two project managers will work closely together and with their teams to build a communication plan including Technical Memorandums, weekly status reports, the project schedule, budget, change and quality plans to monitor and control.

Phase III – Executing, Monitoring and Controlling

4. Review your results to ensure quality standards are being met.

During this step status reporting will be reviewed regularly to see how well the Technology Plan process is meeting its quality standard including change control and contract management.

5. Make improvements to ensure quality in future projects.

There are always room for improvement. This phase includes a project evaluation and review of deliverables, lessons learned and archiving of documents for future projects to improve upon.

GTG recommends creating a SharePoint or Cloud storage area hosted by STUPD for sharing documents during the project to assist with project collaboration, tracking and quality control.

**Outputs of Perform Quality Control**

- Measurements
- Validated changes
- Updates to project management plan and project documents
- Change requests
- Lessons learned
- Validated deliverables



## Project Time Schedule



### Schedule

The vulnerability assessment and Information Technology Strategic Plan Refresh will be done in conjunction with each other. The Disaster Recovery Plan refresh can be done in conjunction as well or start at the end of the assessment and plan completion. If on its own, we anticipate sixty days for completion.

Task Name	Duration	Start	Finish	Apr	May	Jun	Jul	Aug	Sep	Oct
<b>Project Management</b>	<b>120 days</b>	<b>Mon 5/2/22</b>	<b>Fri 10/14/22</b>							
Project Initiation	10 days	Mon 5/2/22	Fri 5/13/22							
Project Kickoff Meeting	0 days	Mon 5/2/22	Mon 5/2/22							
<b>Discovery</b>	<b>90 days</b>									
Asset Inventory	0 days	Mon 5/16/22	Mon 5/16/22							
Vulnerability Assessment	23 days	Mon 5/16/22	Wed 6/15/22							
Technology Trends and Review	0 days	Mon 6/13/22	Mon 6/13/22							
Needs and Goals Assessments	0 days	Fri 7/1/22	Fri 7/1/22							
Gap Analysis	0 days	Fri 7/8/22	Fri 7/8/22							
<b>Vision</b>	<b>26 days</b>	<b>Mon 7/11/22</b>	<b>Mon 8/15/22</b>							
Develop Technology Recommendations	16 days	Fri 8/5/22	Fri 8/26/22							
Create Confidential Security Report	16 days	Fri 8/5/22	Fri 8/26/22							
Phased Implementation Plan	20 days	Fri 8/5/22	Thu 9/1/22							
<b>Technology Master Plan Final</b>	<b>23 days</b>	<b>Thu 9/1/22</b>	<b>Sat 10/1/22</b>							
Master Plan Draft	0 days	Thu 9/1/22	Thu 9/1/22							
STUPD Review of Master Plan Draft & Security Findings	15 days	Fri 9/2/22	Thu 9/22/22							
Report Out to Board, Mgmt, Divisions	16 days	Fri 9/23/22	Fri 10/14/22							

We anticipate the Disaster Recovery Plan update would be best done during the Strategic Plan Refresh to reduce cost. The time estimate stays the same, 60 days, either during or after the Strategic Plan process. If during, the cost to complete the DR refresh is \$10,000. If after, we estimate \$18,000 due to duplicating meetings and effort required if it is a standalone project.

<b>DR Plan</b>	<b>60 days</b>	<b>Mon 3/1/21</b>	<b>Fri 5/21/21</b>
Review Existing DR & Business Continuity Documents			
Perform DR & Business Continuity Needs & Goal Assessment			
Perform Risk Assessment			
Evaluate DR Business Continuity Best Practices			
Finalized Refresh of Existing DR Business Continuity Documents			





**Proof of Insurance**

Prior to commencement of work, Government Technology Group (GTG) will provide the South Tahoe Public Utility District with evidence of appropriate insurance, including general liability, professional liability, and automobile. GTG has no employees and is exempt from workers' compensation insurance coverage per state law.

		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 3/29/2022		
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.						
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).						
PRODUCER Leap/Carpenter/Kemps Insurance Agency 3187 Collins Dr. Merced CA 95348			CONTACT NAME: Lourdes Banchero PHONE (A/C, No, Ext): 209-386-5077 FAX (A/C, No): 209-385-6127 E-MAIL ADDRESS: lbanchero@lckinsurance.com			
INSURED Government Technology Group dba GTG Jeff Lewis 2930 Geer Road, Suite 273 Turlock CA 95382			INSURER(S) AFFORDING COVERAGE INSURER A: Scottsdale Indemnity Company NAIC # 15580 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:			
<b>COVERAGES</b>		<b>CERTIFICATE NUMBER: 1635573751</b>		<b>REVISION NUMBER:</b>		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		EK13386332	6/28/2021	6/28/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES: (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A				PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability Retro Date 6/28/2019		EK13386332	6/28/2021	6/28/2022	Each Claim 1,000,000 Aggregate 1,000,000 Retention-Each Claim 2,500
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						
<b>CERTIFICATE HOLDER</b>			<b>CANCELLATION</b>			
Info Purpose Only			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
			AUTHORIZED REPRESENTATIVE 			
© 1988-2015 ACORD CORPORATION. All rights reserved.						



## Exhibit A – Scope of Work



---

## Scope of Work to be Performed by GTG

### A: Expected Actions

1. Conduct an analysis of the District's current technology environment.
2. Conduct an assessment of the District's IT Governance.
3. Identify practical and relevant public sector industry standards related to IT management, internal and external factors and perform a SWOT Analysis.
4. Identify any existing and available outsourcing relationships and opportunities.
5. Conduct an internal and external penetration test per exhibit C.
6. Evaluate and identify means to accommodate current and emerging technology requirements and trends facing the district.
7. Assess organizational IT needs by meeting with representatives from the operational areas that IT supports either by producing a stakeholder survey results document or using the existing one performed by the agency to reduce strategic planning costs.
8. Identify workflow processes to ensure efficient service management and delivery to business units and the public.
9. Evaluate and identify IT processes or staffing deficiencies based on a global view of the projects identified both in the updated IT Strategic plan and the district's ten-year plan.
10. Identify and assess any deficiencies or gaps in infrastructure, equipment, software, security, networks, email services, or business continuity.
11. As requested, perform a Disaster Recovery Plan Update per Exhibit F. Disaster Recovery (DR) is a strategic security planning model that seeks to protect an enterprise from the effects of natural or human-induced disaster. A DR plan maintains critical functions before, during, and after a disaster event, thereby causing minimal disruption to business continuity. Disaster recovery and data backups go hand in hand to support Business Continuity (BC).



## **B: Deliverables**

A final strategic plan will comprise:

1. An executive summary that effectively communicates the information reviewed
2. A summary of findings and prioritized recommendations
3. A comprehensive document of findings and prioritized recommendations
4. A project plan outlining projects by priority that includes timelines and cost estimates
5. Technology Stakeholder findings based off the Q4 2020 survey.
6. IT focused Disaster Recovery Plan
7. Executive summary and detailed findings documents from the penetration test

## **C: ANTICIPATED WORK PRODUCTS**

GTG will draft a 5-year IT Master Plan consisting of an executive summary, findings, recommendations, prioritized recommendations, and proposed implementation plan consistent with the Request for Proposal. The plan shall compare current operations with industry standards and use such comparison as the basis for recommended actions. After review and consultation of the draft IT Master Plan with District staff, a final IT Master Plan, which will be created from the draft IT Master Plan and incorporate recommendations and strategies from District staff, will be submitted to the District for approval as necessary. Both the draft and final IT Master Plan shall include order of magnitude cost estimates associated with proposed work and resource procurement.

As a final deliverable, GTG will provide a presentation to District if desired of the IT Master Plan, including methodologies utilized in its development.



## Exhibit B – Project Costs



**Standard Fee Schedule:**

The total fixed cost to the South Tahoe Public Utility District for an Information Technology Strategic Plan Refresh and Security test is \$78,340 and includes all work to be completed by GTG as stated in this proposal including the Security Assessment and Disaster Recovery plan update. Both the Security Assessment and Disaster Recovery cost can be removed as desired by STUPD. If the Disaster Recovery Plan piece is removed, we estimate an additional \$8,000 to complete the project on its own. GTG will invoice STUPD per the schedule below. Invoices are payable on net 30 terms from the date of invoice.

This is an estimate per the documented scope of work (SoW) and is subject to change if the SoW changes.

	Description	Cost
	<b>Project Management</b>	\$8,970.00
	Project Initiation	
	Project Kickoff Meeting	
	Meetings and Plan Management	
	<b>Discovery</b>	\$10,725.00
	Asset Inventory	
	Technology Trends and Review	
	Needs and Goals Assessment	
	Gap Analysis	
	<b>Vision</b>	\$9,945.00
	Develop Technology Recommendations	
	Create Confidential Security Report	
	Phased Implementation Plan	
	<b>Strategic Master Plan Final</b>	\$13,650.00
	Master Plan Draft	
	STUPD Review of Master Plan Draft and Security Findings	
	Report Out to Board, Management, Divisions	
	<b>Incidentals &amp; Travel</b>	\$1,950.00
	<b>Security Assessment and Vulnerability Testing</b>	\$23,100.00
	<b>Disaster Recovery Refresh</b>	\$10,000.00
	<b>Not to Exceed</b>	\$78,340.00

Proposed Fee Schedule

\$23,502	upon contract signature
\$23,502	upon start of Vision Phase
\$23,502	upon start of Technology Master Plan
\$7,834	upon completion of Technology Master Plan



The following is GTG standard hourly fee schedule for prime and subconsultant's project team members and administrative staff. All rates do include base wages, fringes, insurance, taxes, expendables, overhead, and profit.

*Hourly charge justification will be described in our issued invoices outside the scope work. Descriptions for work outside the scope will include date performed, description on worked performed and number of hours to complete the work.*

Prime/Senior Consultants - \$195.00 per hour

Subconsultants – Spirent's standard rate outside the scope of this project is \$250 per hour

- Hourly travel rate for key personnel and any per-diem rates are not applicable for this project.
- There are no anticipated rate increases for the duration of this project.



## Exhibit C – Security Assessment Scope:

Spirent SecurityLabs Proposal for South Tahoe Public  
Utility District (STUPD)



CREST Certified International Member Company

**securitylabs**  
spirent.com

**ctia** Authorized™  
Test Lab





<b>1. INTRODUCTION</b> .....	<b>3</b>
1.1 About Spirent.....	3
1.2 About Spirent SecurityLabs .....	3
1.3 Proposed Scope of Testing.....	4
1.3.1 <i>Internal Network Penetration Testing</i> .....	4
1.3.2 <i>External Network Penetration Testing</i> .....	6
1.3.3 <i>Wireless Penetration Test</i> .....	7
1.4 Deliverables .....	8
1.5 Assumptions.....	8
1.6 Roles and Responsibilities.....	9
1.7 Pricing .....	9
1.8 Length of Testing.....	10
1.9 Testing Locations .....	10
1.10 Team Credentials and Certifications.....	11
1.11 Media and Publications.....	11

## 1. INTRODUCTION

### 1.1 About Spirent

Spirent Communications enables innovations in communications technologies that help connect people. Whether it is service providers, data centers, enterprise IT networks, mobile communications, connected cars vehicles, or the Internet of Things, Spirent solutions are working behind the scenes to help the world communicate and collaborate faster, better, and more securely. The world's leading innovators rely on Spirent's expertise to help them design, develop and deliver best-in-class solutions to their customers.

Our broad portfolio of innovative products and services is organized into three operating segments that address a wide range of our customers' needs. Spirent's Networks and Applications, Wireless and Service Experience, and Service Assurance solutions support customers' needs across the entire technology lifecycles from proof of concept to subscriber experience.

With more than 1,700 customers across Africa, Asia, Europe, Latin America, and North America our cutting-edge verification, assessments, and analytics solutions help to deliver unsurpassed service experience while meeting business objectives of reducing churn, increasing revenue, and strengthening market share.

Spirent specializes in helping enterprises and government agencies effectively create custom testing strategies to test and monitor critical infrastructures such as networks, wireless, web and mobile applications, embedded devices, IoT devices, and industrial control systems. Our customers depend on us to help them take proactive measures to protect against cybercrime and data breaches from internal and external threats.

### 1.2 About Spirent SecurityLabs

SecurityLabs team of experts are dedicated to providing penetration testing, managed vulnerability scanning services, and security best practices training. Our team has experience working with numerous global institutions providing scanning and penetration services on networks, applications, and IoT devices as well as source code analysis with extensive experience with local government clients such as:

- City of San Jose, CA
- City of Mission Viejo, CA
- City of Rockville, MD

## 1.3 Proposed Scope of Testing

Spirent will perform security testing services for the client including Internal Network Penetration Testing, External Network Penetration Testing, and Wireless Penetration Testing.

### 1.3.1 Internal Network Penetration Testing

Spirent SecurityLabs Internal Network penetration test performs a thorough assessment of the in- scope target environment and outputs a detailed deliverable with both tactical & strategic recommendations to improve the security posture of the customer's infrastructure.

Although the entire process comprises both automated and manual testing, the main emphasis is placed on manual penetration testing to avoid generic output.

The internal network penetration test report outlines the customer's current state of security through an executive summary, implemented protection mechanisms, discovered vulnerabilities, their exploitation, and impact, evidence of exploitation, risk rating, as well as strategic recommendations.

While the exact activities within a penetration test will vary depending upon the technology used in the target environment, the following list illustrates some of the attack vectors covered by Spirent SecurityLabs:

- Unauthenticated
  - Host discovery
  - Vulnerability Scan
  - Port Scan 1-65535 (TCP and UDP) with ping disabled
  - Enumerate Domain Users
  - Service enumeration and banner grabbing
  - Identify admin interfaces
  - OS Fingerprint
  - Default and Common passwords check
  - SNMP Test - Read and Write using common strings
  - SMB Check
  - ARP cache poisoning
  - LLMNR / NBT-NS spoofing
  
- Authenticated
  - Enumeration of local users through NetBIOS NULL session.
  - Check user permissions
  - Check user groups

- Check the last logged on date
  - Enumerate other users on the system
  - Check running services
  - Enumerate other network interfaces
  - Perform traffic capture
  - Identify established sessions/connections
  - Enumerate connected users
  - Authenticated Scan (key-based for Linux)
  - Check running services
  - Check services that run on startup
  - Perform scanning and analysis on network peers
- 
- Windows
    - Unauthenticated
      - Enumerate open ports
      - Establish null session
      - Enumerate Shares
      - Audit NetBIOS
      - SMB Scanning
      - Bruteforce Shares
      - Enumerate Users
      - Enumerate Active Sessions
    - Authenticated
      - Dump SAM File for offline cracking
      - Enumerate Shares
      - Enumerate Active Processes
      - System Information
      - Missing Patches and Known Vulnerabilities
  - Linux
    - Unauthenticated
      - Authentication Options
      - Identify default or weak SSH Keys
      - Root logins
      - Inetd services
      - Session prediction
      - Unauthenticated services (anonymous FTP, NFS, etc.)
      - Unencrypted services

- Authenticated
  - View files in other user's directories
  - Check SU ID on binaries
  - Check shells available to users
  - Check for locations logs are written to
  - Check for trusted systems
  - Examine .history, .bash history etc.
  - Check for cron jobs for anything writing to a remote system
  - Check for credentials in scripts
  - Check for SSH keys to other systems
  - Copy shadow password file for offline cracking

## 1.3.2 External Network Penetration Testing

Spirent SecurityLabs External Network penetration test represents an effort to discover network infrastructure and services configuration weaknesses and to uncover exploitable vulnerabilities regarding insecure server configuration, default system passwords, unpatched servers with known vulnerabilities, insecure firewall configuration, insecure communications, information leakage, and improper error handling. This test will be focused on pen testing network infrastructure such as firewalls, external routers, e-mail servers, web servers, virtual hosts, etc. through both automated and manual pen testing techniques, and then create a list of actionable weaknesses.

The penetration testing project proceeds in the following phases:

1. Project Planning:
  - Spirent SecurityLabs and representatives of the client will formalize the scheduling, logistics, and identifying client contacts.
2. Assessment and analysis:
  - Spirent SecurityLabs will perform Open Source Intelligence (OSINT) to gather as much information as possible about the client's Internet footprint.
  - Spirent SecurityLabs will conduct an interactive port scan of the client's external infrastructure to identify active IP addresses and open ports.
  - All open ports on active IP addresses will then be analyzed to determine software, services, version, and configuration for hosts.
  - While the exact activities within a penetration test will vary depending upon the technology used in the environment, engagements will generally adhere to the following approach:

Reconnaissance – Passive information gathering about the target organization and

the associated network.

- i. Network Mapping
- ii. Automated Vulnerability Scanning
- iii. Service Enumeration
- iv. Service Banner and Version Enumeration
- v. Testing for Published Vulnerabilities and Misconfigurations:
  1. Insufficient and/or lack of authentication
  2. Protocol weaknesses
  3. Configuration issues
  4. Unpatched Services, Applications as well as Operating Systems
  5. Information Leakage
- vi. Exploitation
- vii. Identifying Administrative Interfaces:
  1. Username Enumeration
  2. Check for default and/or common passwords
  3. Check for authentication/authorization issues
  4. Logical errors
- viii. Post Exploitation
- ix. Data Exfiltration
- x. Clean-up

### 1.3.3 Wireless Penetration Test

The Spirent SecurityLabs Wireless Penetration test aims to gauge the resilience of our customer's wireless infrastructure against various attack vectors.

#### 1. Project planning:

- Spirent consultants identify key characteristics of the customer's asset and construct guidelines for an assessment.

#### 2. Assessment and analysis:

The wireless security assessment ensures a thorough coverage through various phases starting with a site survey to map the wireless network and identify rogue access points. Although not exhaustive, below is a list of tests performed during the wireless Pen test:

- Site Survey and Enumerate wireless networks
- 802.11 Network Reconnaissance

- Enumeration of Authentication Protocols
- Testing Access Control
- Testing segregation between guest and corporate network
- Identify weakly encrypted networks
- Capture and analyze wireless network traffic to gain information about internal systems and wireless network peers
- Attack captive-portal authentication gateways
- Gain unauthorized access to the administrative interfaces
- Perform Evil-Twin attacks, spoofing, or wireless Man-in-the-Middle as allowed by the Rules of Engagement.
- Access point de-authentication to test resiliency against Denial-of-Service attacks
- Access point configuration review, including:
  - Network design & architecture
  - Policies
  - RADIUS server configuration review (if any)
  - Rules review for Access control, filtering, authentication/authorization, logging, and segmentation

## 1.4 Deliverables

### Report

Spirent SecurityLabs will deliver a comprehensive report detailing any discovered security vulnerabilities, impact, suggested remediation, and ample evidence needed to support the finding, as well as information needed to reproduce the finding.

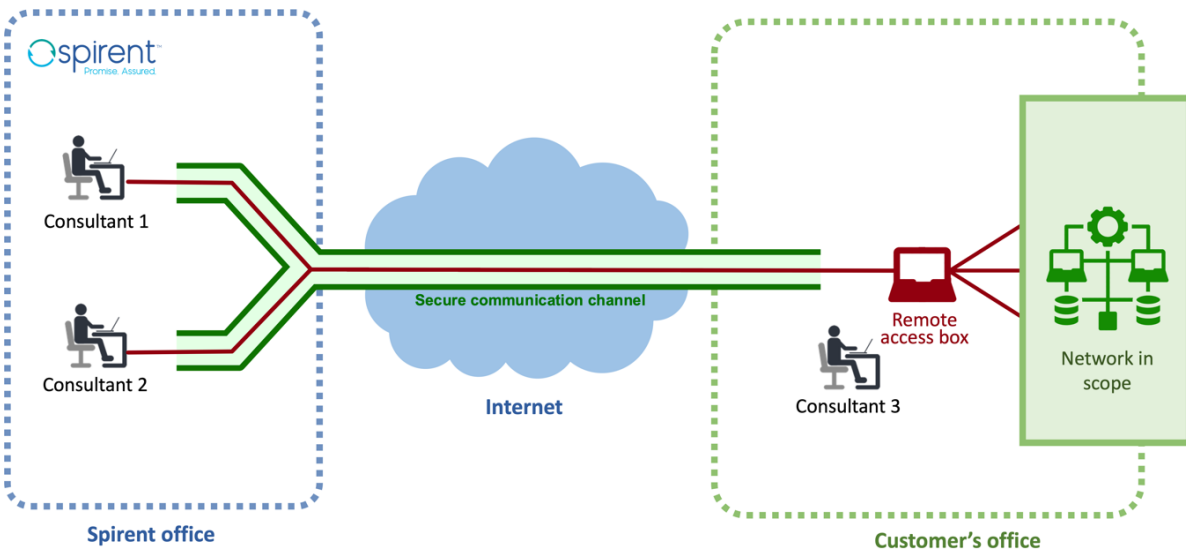
## 1.5 Assumptions

- Services will be provided remotely from Spirent Security Labs.
- The client will provide access to specified target(s) to be assessed.
- Client to identify the process to communicate any critical findings during assessment engagement.

### 1.5.1.1 *Remote assessment using a jump-box*

Testing will be conducted by SecurityLabs consultants remotely via a jump-box. The jump-box is a physical or virtual device (a virtual machine) that will be provided to the client prior to the commencement of the engagement and to be connected to their internal infrastructure in scope.

We were provided with the information that the internal network is split into segments (three VLANs) so the client should work together with Spirent SecurityLabs on the assignment and help with switching the jump-box from one VLAN to another on-demand.



## 1.6 Roles and Responsibilities

- Client - Complete an Assessment Questionnaire.
- Client and Spirent SecurityLabs Consultant - Conduct a kick-off call prior to testing.
- Spirent SecurityLabs Consultant to establish connectivity to the target(s).
- Spirent SecurityLabs Consultant to Test the target(s).
- Spirent SecurityLabs Consultant to Deliver reports and review findings



## 1.7 Length of Testing

The testing will be done in blocks, some done sequentially, some done concurrently by several individuals, in close coordination. The length of testing for the work currently proposed is 2-3 weeks. The time period includes testing, creation of the draft report, review of the draft report with the client, and issuance of the final report.

## 1.8 Testing Locations

Assessment Type	Testing Location
Internal Network Penetration Test	Remote with Spirent provided Jumpbox with the client's onsite support
External Network Penetration Test	Remote
Wireless Penetration Test	Remote with Spirent provided Jumpbox with the client's onsite support

## 1.9 Media and Publications

*Spirent SecurityLabs Website:* <https://www.spirent.com/products/securitylabs-cybersecurity-services>

*Blog:* <http://www.spirent.com/Blogs/Security>

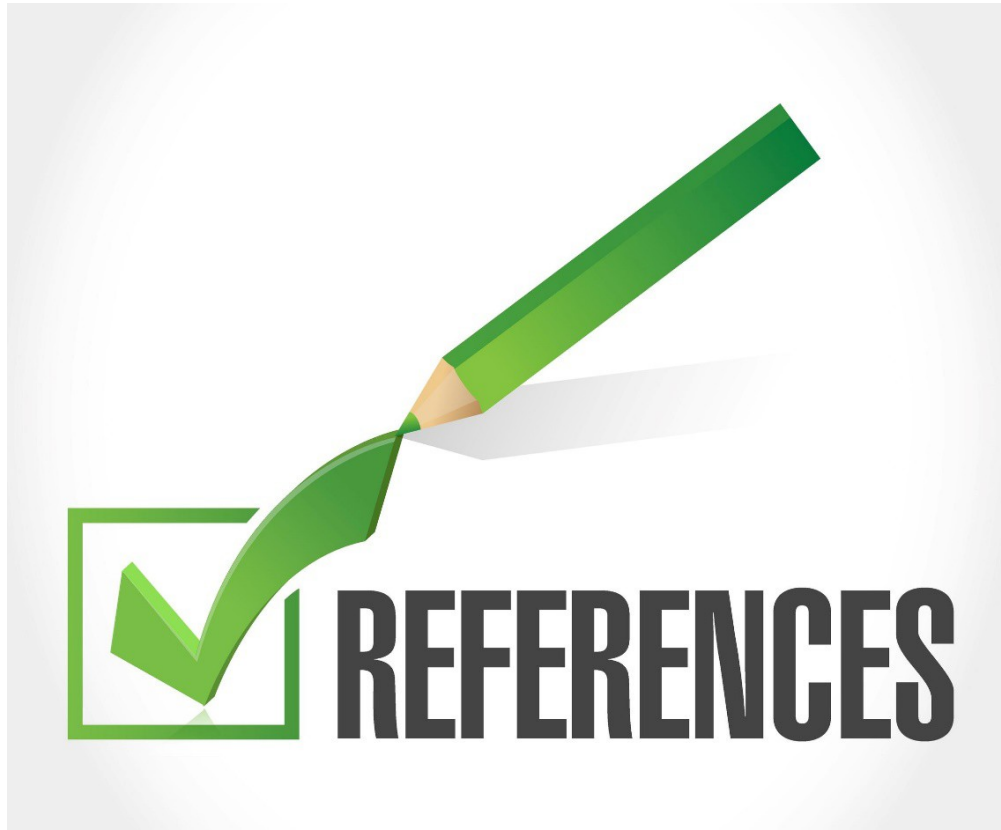
*Twitter:* @SpirentSecurity

*Spirent Security Channel:* <https://www.youtube.com/channel/UCj4pLd3dUdl4p5w1Gcv-hmQ>



### **Exhibit D – Additions and Exceptions:**

1. Contract Article III Section F.1 GTG does not have employees, Workers Compensation is not needed.
2. Contract Article III Section F.2 The agency does not own any company cars. It's Principals maintain \$500,000 personal auto coverage.
3. The City included options for a Strategic Plan Refresh, Vulnerability Assessment and Disaster Recovery plan option. These projects can work in conjunction or independently including inclusion or exclusion of cost to complete them as outlined in the Standard Fee Schedule section exhibit B.



## Exhibit E – Project References



## Project References

Three Project References that best support the proposed teams' stated qualifications:

Janine Burrier  
Assistant Director of Housing: Policy, Training and Outreach  
[Janine.Burrier@scchousingauthority.org](mailto:Janine.Burrier@scchousingauthority.org)  
Office - (408)993-3067  
Santa Clara County Housing Authority  
Project Manager for Interest List, Tenant Application Portal Business Systems  
June 2019 – November 2021

Savita Chaudhary  
Director of Information Technology/CIO, City of Berkeley  
[SChaudhary@ci.berkeley.ca.us](mailto:SChaudhary@ci.berkeley.ca.us)  
Office – (510) 981-6426  
City of Berkeley (formally with the City of Vacaville)  
Vacaville IT Strategic Planning, Technology Assessment, Gap Analysis, Business Process Review  
2016

City of Lancaster (formerly with the City of Victorville)  
Joe Haggard  
Senior IT Manager  
[jhaggard@cityoflancasterca.org](mailto:jhaggard@cityoflancasterca.org)  
(661) 723-6060  
Victorville IT Master Plan, 2021



## Exhibit F - Resumes

### JEFF LEWIS, PMP, CGEIT – Principal Consultant for Overall Project Management

Jeff Lewis is a veteran in the field of Information Technology and has a career that spans over thirty-eight years in public, private, and non-profit sectors including positions in local government, medical, and IT consulting. He has served as Chief Information Officer for multiple local government and non-profit agencies, is a founding member of the Government Technology Group ([www.GovTechGroup.net](http://www.GovTechGroup.net)) and has served as the Director of Smart Region Initiative at Joint Venture Silicon Valley.

As a CIO Jeff has led Smart City, broadband, IT strategic and GIS planning, enterprise architecture, policy, and research initiatives for local government. Specific areas of responsibility included developing and advancing Smart City initiatives, digital government, security policy, innovation, and emerging technologies. During this tenure, he served as the lead executive for numerous enterprise IT initiatives, projects, and efforts to improve business processes.

Jeff is a lifetime member of the Municipal Information Systems Association of California (MISAC) and has won the MISAC Excellence award 10 years in a row for implementing best practices in local government. Jeff has served as President of MISAC, and currently serves on the Education and Smart City committees.

#### EDUCATION:

- ❖ Masters Public Administration (MPA)  
Stanislaus State, Turlock CA
- ❖ Bachelor of Science,  
Stanislaus State, Turlock, CA  
Emphasis: Computer Science
- ❖ Minor  
Stanislaus State, Turlock, CA  
Emphasis: Business Administration
- ❖ Certified in the Governance of Enterprise IT (CGEIT)  
Information Systems Audit and Control Association (ISACA)
- ❖ Project Management Professional (PMP)  
Project Management Institute (PMI)



**QUALIFICATIONS:**

- Technology Strategic Planning
- Project management and oversight services.
- Broadband Solutions: Creation of Broadband plans, networks and best practices.
- Smart City: Development and implement Smart City Solutions including support for the Internet of Things (IoT).
- Cloud Strategy and Implementation
- Security: IT Security audits and implementations protecting intellectual property.
- Business Process Improvement
- Contract Negotiation
- Mobility: e-commerce, e-business strategies and wireless infrastructure for field operations and community access.
- Network Planning: Architect enterprise wide network infrastructure.
- Project Management: Created project management program and materials.
- Governance: Develop governance programs
- Training Program Development
- Systems Migration Planning
- Policies and Procedures Development
- MISAC Award Application Assistance
- Business Continuity and Disaster Recovery expertise.
- Geographical Information Systems (GIS).
- Cable Franchise Agreements (PEG).
- Change Management expertise.
- eBusiness/eGovernment and World Wide Web presence.
- Enterprise Resource Planning (ERP) implementation.



## **MARK GUENTHER, CGCIO – Principal Consultant for Systems Review and Evaluation**

Mr. Guenther is also a recently retired municipal Chief Information Officer who has been part of several organizations as detailed in his résumé. Mr. Guenther is currently an independent technology consultant offering a wide range of technical expertise. In both the CIO and consulting roles, he has overseen the successful implementation of city wide enterprise systems including finance (AP, GL, PR, Budget), community development (Permits) and utility billing functions including online access to permit and utility accounts for customers (Tyler Munis) for Hayward, California and Danville, California. Prior to focusing on IT management, he implemented numerous systems, both those which were developed in-house and others that were configured commercial packages which created automated systems for financial and community development functions.

### **EDUCATION:**

- ❖ Certified Government Chief Information Officer (CGCIO™)  
Rutgers University/Public Technology Institute, Newark, New Jersey
- ❖ Bachelor of Science  
University of San Francisco  
Major: Applied Economics
- ❖ Associate of Arts  
Diablo Valley College, Pleasant Hill, California  
Emphasis: Computer Science

### **QUALIFICATIONS:**

- 30+ years' experience in the information technology field
- Staff development and mentoring
- Project management and oversight
- Change Management expertise.
- Enterprise Resource Planning (ERP) implementation
- Permit and Inspection System implementation
- Public Safety System implementation, including Police and Fire
- Document and Enterprise Content Management
- Business Analysis and Business Process Review
- eBusiness/eGovernment and Web presence.
- Internal Service Fund (ISF) budget preparation and oversight.



**EXPERIENCE:**

**Government Technology Group**

Principal, Information Technology Consultant, June 2019 to Present

**City of Hayward, California**

Director of Information Technology/CIO, September 2012 to May 2015 (Retired)  
Information Technology Manager, September 2002 to September 2012 (Retired)  
Programmer/Analyst, January 1990 to September 2002

**Western Exhibitors, Inc, San Francisco, California**

Data Processing Manager, April 1982 to January 1990





---

## CLANCY PRIEST, IEEE – Principal Consultant for Network(s) Review and Evaluation

Mr. Priest is a retired 30+ year municipal Chief Information Officer who has been part of several organizations as detailed in his résumé. Mr. Priest is currently an independent technology consultant offering a wide range of technical expertise. His education is in the technical field with a baccalaureate in engineering. Mr. Priest has a wide range of technical abilities with an emphasis on project and program management, with extensive experience in various forms of information technology and executive management. Mr. Priest has a vast knowledge base of the various forms of automation and of the continual technological evolutions that prevail in the technology profession.

### EDUCATION:

- ❖ Energy Systems Engineer  
Oberstufenzentrum für Elektro-und Energietechnik, Berlin, Germany  
  
Major: Electro-Mechanical Engineering. (Baccalaureate)
- ❖ Energy Systems Practical Internship  
Ausbildungszentrum für Siemens Aktiengesellschaft, Berlin, Germany  
  
Practical Internship in Engineering Program. (Professional License)
- ❖ Commercial & Industrial Development Management  
University of California, Irvine  
  
2-year program for Project Management. (Certificate)

### QUALIFICATIONS:

- Technology Strategic Planning
- Project management and oversight services.
- Change Management expertise.
- Independent Validation & Verification (IV&V) of projects.
- Telecommunications and Interoperability planning, including RoIP, P25 compliance.
- Public Safety technologies, including Police, Fire and Military
- Business Process Review and engineering.
- Business Continuity and Disaster Recovery expertise.
- Network Systems (LAN, WAN, MAN), including infrastructure planning.
- Dataflow planning (routing, switching, etc.).
- Geographical Information Systems (GIS).
- Telephony telecommunications including Cellular, PBX and VoIP.
- Cable Franchise Agreements (PEG).
- eBusiness/eGovernment and World Wide Web presence.
- Inter- Intra- and Extranet planning and implementation.
- Enterprise Resource Planning (ERP) implementation.
- Document and Enterprise Content Management.
- Disaster Recovery, Database Management and System Security.
- Training and needs assessment, Technology Strategic Planning.
- Total Cost of Ownership (TCO) and Return on Investment (ROI) studies.
- Internal Service Fund (ISF) budget preparation and oversight.
- Inter-Departmental technology planning.



**EXPERIENCE:**

**Government Technology Group**

Principal, Information Technology Consultant, June 2019 to Present

**City of Hayward, California**

Director of Information Technology/CIO, February 2002 to September 2012 (Retired)

**C. R. Priest, Consulting**

Sole Proprietor, Independent Information Technology Consultant, March 2001 to February 2002 and September 2012 to June 2019

**City of San Buenaventura, (Ventura) California**

CIO, April 1999 to March 2001

**City of Chico, California**

Director of Information Systems, January 1996 to April 1999

**County of Riverside - GSA Purchasing and Material Services Department**

Departmental Information Systems Coordinator, September 1992 to January 1996

**RELATED PROFESSIONAL QUALIFICATIONS:**

- ❖ State License; Energy Systems Engineer issued by the Department of Industry and Commerce, Federal Republic of Germany
- ❖ State License; Energy Systems Technician issued by the Department of Industry and Commerce, Federal Republic of Germany
- ❖ City of Chico Management Academy Graduate (with curriculum from CSU Chico)

**VOLUNTEER WORK:**

- Advisory Committee Member/Speaker, Bay Area Technology Forum, 2008 - present.
- Technical advisor to the Bay Area UASI BayRICS Communication System



## Exhibit G – Backup, Restore, and Disaster Recovery (BRDR)





## Backup, Restore, and Disaster Recovery

Backup and Restore (BR): The copying of data into a secondary form (i.e., archive file), which can be used to restore the original file in the event of a disaster event.

Disaster Recovery (DR): A strategic security planning model that seeks to protect an enterprise from the effects of natural or human-induced disaster, such as a tornado or cyber-attack. A DR plan aims to maintain critical functions before, during, and after a disaster event, thereby causing minimal disruption to business continuity. Disaster recovery and data backups go hand in hand to support Business Continuity (BC).

### The Differences

Backups are the copies of essential files that enable a full restore. Most organizations utilize multiple backup solutions at the same time. Listed below are some of different types of backup solutions:

- Full Backup
- Incremental Backup
- Differential Backup
- Mirror Backup
- Local Backup
- Offsite Backup
- Online Backup

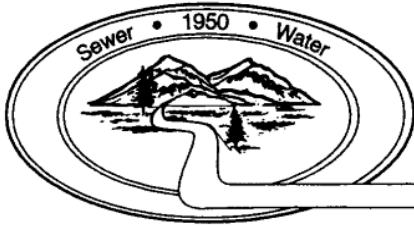
Remote backups refer to the actual copies or copying of files and data. Disaster recovery (DR), on the other hand, encompasses the full strategy for responding to a disaster event and putting the backups into action. DR is the umbrella under which backups reside. You may have a specific data backup strategy but responding to a disaster means preparing for a worst-case scenario. Who oversees getting applications back online? How will you manage customer relations if there is a data breach? The difference between disaster recovery and backups is about answering these types of questions and go to the core of a BRDR plan.

### Creating A Disaster Recovery Plan

The difference between disaster recovery and backups is about strategy versus solution. A DR plan is strategic and encompasses a whole philosophy of thinking. Creating a disaster recovery plan is dependent on completing a risk assessment, business impact analysis and infrastructure assessment that will help you identify critical applications, IT services and the infrastructure to support it. Then an organization can create Recovery Time Objectives (RTOs) and Recovery Point Objectives (RPOs) based on the unique environment. Only after completing these initial steps can an organization begin the process of developing a disaster recovery plan that includes both prevention and response protocols.

### GTG approach to BRDR

The difference between disaster recovery and backups may be clear, but a comprehensive BRDR plan will leverage those differences to develop a comprehensive DR strategy that includes an effective backup policy, disaster prevention strategies, and response protocols. Almost 90% of businesses without a DR plan fail after a disaster. The best way to prevent this type of failure is to be prepared by creating a disaster recovery strategy before disaster strikes.



# South Tahoe Public Utility District

General Manager  
John Thiel

Directors  
Chris Cefalu  
Shane Romsos  
David Peterson  
Kelly Sheehan  
Nick Exline

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:** Adrian Combes, Senior Engineer

**MEETING DATE:** May 5, 2022

**ITEM – PROJECT NAME:** Bijou Pump Station Rehabilitation Project

**REQUESTED BOARD ACTION:** 1) Approve the proposed Scope of Work from Water Systems Consulting, Inc., to provide engineering services for the Bijou Pump Station Rehabilitation Project; and, 2) Authorize the General Manager to execute Task Order No. 2 in the amount \$116,411.

**DISCUSSION:** On March 7, 2022, the District issued a Request for Proposals (RFP) seeking engineering design services for the Bijou Sewer Pump Station Rehabilitation Project (Project).

On April 11, 2022, the District received two proposals in response to the RFP. After review of the submissions, staff selected Water Systems Consulting, Inc., (WSC) as the most qualified consultant based on their Proposal.

### Background

The Bijou Pump Station is one of the District's "Big 5 Pump Stations" and was originally constructed in 1955. It collects all the wastewater for the tourist corridor in South Lake Tahoe from Ski Run Boulevard to the Stateline and consists of three centrifugal pumps in a dry pit/wet pit configuration. The pump station is comprised of two buildings and underground infrastructure on a small 50'x50' parcel in the parking lot of McDonalds at 3715 Lake Tahoe Blvd. The main building houses the electrical equipment and stairs to the dry pit where the existing pumps are located. The main building also overlies the wet well which is accessed separately from the backside of the building and is separated by a concrete wall. The wet well is a permitted confined space entry with a concrete staircase that is an ongoing maintenance and safety concern. The second building on the site houses the permanent generator and transfer switch.

In 2018, the District performed a condition assessment, alternatives assessment and seismic assessment of the Big 5 Pump Stations, which recommended various improvements for the Bijou Pump Station. Some of the improvements were minor; however, the critical factor driving this Project is the need to replace the antiquated electrical equipment for which replacement parts are no longer available. Preliminary layout has indicated that there is not enough space in the existing buildings to install the new electrical equipment and maintain required safety clearances per the electrical

code. Therefore, a component of the Project will be determining how to make additional space for the new electrical gear.

Since the original assessments of the pump station were completed, staff has expressed concerns over confined space safety associated with the wet well, which prompted a risk assessment by the District's Insurance company – Association of California Water Agencies Joint Power Insurance Authority (ACWA/JPIA). The results of this assessment recommended modification to the wet well to limit the need for regular entry and improve the ability to make a confined space rescue. This modification is a significant addition to the Project Scope requiring evaluation of alternatives prior to development of construction documents.

### Scope of Work

The proposed design work will be performed over a period of one year in multiple phases. Task 1, being authorized under this request, includes an initial environmental permitting (California Environmental Quality Act), an alternatives analysis of options for pump station rehabilitation and development of operational alternatives. Operational alternatives are needed because three pump stations pump into the same force mains that have issues operating together. The final operational strategy for the three stations needs to be understood so that appropriate controls and instrumentation can be built into this Project. Task 2 is the design of the Project includes a Basis of Design Report, development of construction drawings and specifications, and final environmental permitting. Task 3 includes engineering services during the bidding process which will include attending the pre-bid meeting, answering technical questions, and preparing addenda.

Task 1 (Data Collection, Review and Analysis) is expected to be complete by mid-September 2022. At this time, staff is only requesting budget for Task 1 in the amount of \$116,411 as shown on the attached Cost Proposal. The total budget for the Project including construction is \$3,110,000. To move directly into design upon completion of Task 1, staff expects to return to the Board in July to request authorization of Task 2. Task 3 (Bidding Services) will be requested from the Board along with the Authorization to Bid in 2023. Details for all tasks (alternatives evaluation through bidding support) are provided in the attached Scope of Work, including the Cost Proposal and Project Schedule. The work will be performed by WSC under a Master Services Agreement for Consulting Services and Task Order No. 2 for Task 1 of the defined Scope of Work.

**SCHEDULE:** May 2022 – July 2024

**COSTS:** \$116,411 (Task 1)

**ACCOUNT NO:** 10.30.8058 (BJUSPS)

**BUDGETED AMOUNT AVAILABLE:** \$206,000 (2022/23)

**ATTACHMENTS:** Scope of Work, Budget, Project Schedule

---

**CONCURRENCE WITH REQUESTED ACTION:**

**CATEGORY:** Sewer

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

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

# Bijou Pump Station Rehabilitation Project

## Task 1.0 Data Collection, Review and Analysis

Task includes the scoped work for the preliminary design phase of the project.

### 1.1 Preliminary Design Phase Meetings and Site Visits

- The preliminary design includes in the following meetings
  - Kickoff meeting: 2 hour in person meeting, attended by WSC project manager and project engineer.
  - Site Visit: 2 hour visit, scheduled the same day as the project kickoff meeting attended by WSC project manager, project engineer and the project electrical and structural leads. Site visit to confirm pump station conditions and gather site information as required to perform the alternative analysis.
  - Kickoff follow up meeting: 2 hour virtual meeting attended by WSC project manager and project engineer.
  - Draft Alternatives Analysis Review Meeting: 2 hour virtual meeting attended by WSC project manager and project engineer.
  - Control Analysis kickoff meeting and site visit to the 3 pump stations that convey flows into the dual forcemains. This assumes a 1-hr in person meeting followed by site visits to the 3 pump stations.
  - Draft Control Analysis TM review meeting. 2 hour virtual meeting attended by WSC project manager and project controls task lead.
- WSC to prepare agendas, meeting minutes and presentation materials for in-person and virtual meetings.

Deliverable: Meeting agendas, presentation materials, and minute minutes. Site visit findings and documentation to be built into project deliverables.

### 1.2 Background Document Request and Data Review

- Prepare a background document request to discuss at the project kickoff meeting.
- Review background data provided and incorporate the findings into alternative analysis and final design deliverables.

Deliverable: Background document request in PDF format.

### 1.3 Alternatives Analysis

- Development and coordinate selection criteria with the District for the project alternatives.
- Perform hydraulic calculations and modeling coordination for pump selection
- Perform alternative analysis of up to (3) selected project alternatives. For each project alternative the WSC team will provide:

## Bijou Pump Station Rehabilitation Project

- Text description of the alternative
- 10% level markups based on the PDF record drawing backgrounds showing upper level and lower level modifications to the existing pump station
- Proposed new facilities and site improvements associated with the alternative
- AACE Level 2 Cost Estimate
- Qualitative analysis of the pros and cons of the alternatives
- Rankings of the alternatives using the selection criteria.

### 1.4 Alternative Analysis TM

- Develop Alternative Analysis Technical Memorandum (TM) that summarizes the alternative analysis and project recommendations. TM will include the following sections:
  - Purpose & Background
  - Selection Criteria
  - Alternative Descriptions with 10% level figures
  - Alternative Analysis text and tables to summarize results of the alternative analysis
  - AACE Level 2 cost estimate for each alternative
  - Recommended project for final design

Deliverable: Draft and Final Alternative Analysis TM in PDF format.

Assumption: Figures for the Alternative analysis TM will be created in PDF format.

### 1.5 Dual Forcemain System Control Strategy Analysis and TM

- Evaluate control strategies for the 3 lift stations that pump into the dual forcemains.
- Determine the improvements required at the other two pump stations and for communication between SCADA and the stations required to implement the recommended control strategy.
- Confirm the selected pumps for Bijou that will function in the initial operating conditions and after a selected control strategy for all the lift station is implemented.
- Develop a brief Technical Memorandum (TM) that summarizes the controls recommendations for the dual forcemain system. TM will include the following:
  - Purpose & Background
  - Analysis Summary
  - Recommended Control Strategy for Dual forcemain system
  - Required improvements to implement recommended control strategy broken down by location



# Bijou Pump Station Rehabilitation Project

**Deliverable:** Draft and Final Control Strategy TM in PDF format.

**Assumption:** WSC to receive the calibrated collection system model ready for analysis of control and pump sizing scenarios. Collection system model is in InfoSwim. Model to include pump curves for relevant collection system pump stations and be calibrated by Carollo.

## 1.6 CEQA Preliminary Design Phase Work

- Biological, Land Capability and Cultural Resource Surveys
  - A desk-top survey will be conducted for both biological resources and cultural resources. We do not expect a need for additional pedestrian surveys for biological resources based on the existing developed (paved) condition of the site and its disturbed surroundings.
  - A site survey will be conducted by an architectural historian of the two structures that were built in 1955, to assess eligibility as historic resources.
- CEQA NOE
  - WSC subconsultant Cardno to prepare CEQA Notice of Exemption for the project site.

**Deliverable:** CEQA Notice of Exemption, draft and final in PDF format

## Task 2.0 Design

Task includes the scope of work for the preliminary design phase of the project.

### 2.1 Design Phase Meetings and Site Visits

- The design includes in the following meetings
  - Controls and Instrumentation Workshop: 2 hour in person meeting, attended by WSC project manager and project controls lead. Meeting will review the details of how the District envisions the station operation as well as instrumentation and data collection requirements.
  - Site Visit: 2 hour visit, scheduled the same day as one of the design review meetings attended by up to 4 team members.
  - Design memorandum and 30% Drawings Review Meeting: 2 hour virtual meeting attended by WSC project manager and project engineer.
  - 65% Design Review Meeting: 2 hour virtual meeting attended by WSC project manager and project engineer.
  - 90% Design Review Meeting: 2 hour in person meeting attended by WSC project manager and project engineer.
- WSC to prepare agendas, meeting minutes and presentation materials for in-person and virtual meetings.

# Bijou Pump Station Rehabilitation Project

**Deliverable:** Meeting agendas, presentation materials, and minute minutes. Site visit findings and documentation to be built into project deliverables.

## 2.2 Design Memorandum

- WSC to provide a design memorandum and 30% level drawings for the selected project alternative. The design memorandum will include:
  - Design Criteria as applicable to the selected alternative
  - Preferred vendors for major equipment items
  - Pump design conditions based on modelling conditions for the pump station
  - Pump selection from two vendors preferred by the District
  - Pump station draft operational control description
  - AACE Level 3 cost estimate.
- The 30% level drawings that will be submitted with the draft Design Memorandum are outlined in Table 1 (see subtask 2.3) below.

**Deliverable:** Draft and Final Design Memorandum in PDF format. 30% drawings to be provided with the Draft Design Memorandum, comments received will be incorporated into the 65% design documents.

## 2.3 65%, 90% and Final Design

- Drawings will be prepared in AutoCAD. Design plans will be developed utilizing industry standard scales, in English (not metric) engineering units. Table 1 shows a preliminary listing of drawings anticipated for the project, which assumes no new wet well or valve vault will be constructed. An optional task is included in this scope for wet well and valve vault.
- The preliminary list of design drawings is provided as Table 1 below.

Table 1. Preliminary List of Drawings		
No.	Sheet No.	Drawing Description
<b>General</b>		
1	G1	Cover Sheet, List of Drawings, and Location Map
2	G2	General Abbreviations
3	G3	General Symbols
<b>Demolition</b>		
4	D1	Demolition Plan
5	D2	Demolition Sections
6	D3	Demolition Photos and Details 1
7	D4	Demolition Photos and Details 2

# Bijou Pump Station Rehabilitation Project

Table 1. Preliminary List of Drawings		
No.	Sheet No.	Drawing Description
<b>Structural</b>		
8	GS1	General Notes
9	GS2	General Notes, Legend, and Abbreviations
10	GS3	General Notes, Special Inspection
11	GS4	Standard Details – Concrete I
12	GS5	Standard Details – Concrete II
13	GS6	Standard Details – Modifications to Existing Structures
14	GS7	Standard Details – Metal Fabrications
15	S1	Electrical Room Floor – Plan
16	S2	Electrical Room Floor – Sections
17	S3	Electrical Room Floor – Sections and Details
<b>Architectural</b>		
18	A1	Roof Plan, Schedules, Building Data
19	A2	Exterior Elevations
20	A3	Architectural Details
<b>Mechanical</b>		
21	M1	Mechanical Abbreviations and Symbols
22	M2	Pump Station Plan
23	M3	Wet Well Plan and Sections
24	M4	Pump Station Sections and Details 1
25	M5	Pump Station Sections and Details 2
26	M6	Mechanical Details 1
27	M7	Mechanical Details 2
<b>Coatings/ Corrosion Protection</b>		
28	Z1	Wet well/Dry Put Coatings Plan
29	Z2	Wet well/Dry Put Coatings Sections
30	Z3	Coating Details
<b>Electrical</b>		
31	E1	Electrical Symbols
32	E2	Electrical Single Line Diagram
33	E3	Electrical Site Plan
34	E4	Power Plan
35	E5	Lighting Plan

## Bijou Pump Station Rehabilitation Project

Table 1. Preliminary List of Drawings		
No.	Sheet No.	Drawing Description
36	E6	Schedules
37	E7	Control Diagrams
38	E8	Electrical Details 1
39	E9	Electrical Details 2
<b>Instrumentation</b>		
32	I1	Instrumentation Symbols
33	I2	Process and Instrumentation Diagrams (P&ID) - Pump Station
34	I3	SCADA Block Diagram

- Specifications will be prepared in Construction Specifications Institute (CSI) format using Microsoft Word. Our budget for this task assumes that District will prepare and provide a set of General Conditions and Special Provisions, bid form, example agreement and other “front-end” sections for WSC to incorporate into the bid set. Technical specifications will be formatted per WSC standards.
- Engineer's OPCC cost will be prepared in Microsoft Excel at the 65%, 90%, and final design levels. AACE level 4 costs estimate to be provided.

Deliverable:	65%, 90% and final drawings, specifications and cost estimates. 65% and 90% submittals will be in PDF format. The final drawings will be provided in full size and half size format. Final specifications, schedule and cost estimate will be provided in editable electronic formats.
--------------	--

### 2.4 ASCE 41 and ACI 350 Structural Analysis

- Prior to the site visit, a TJCAA Engineer will perform a desk-top structural evaluation of the Pump Station against current design Codes and Standards to verify the Pump Station will remain operable following a code-level seismic event. This evaluation will include current Code requirements for various load combinations. Hydrodynamic forces will be determined to assess the lateral forces on the Pump Station walls and internal components during the design seismic event. The assessment will be limited to demonstrating that the existing Pump Station provides a structural performance level equivalent to performance Level 2-A, Damage Control (structural) and Operational (non-structural) for an ASCE/SEI 41-17, BSE-1E/2E level earthquake.

# Bijou Pump Station Rehabilitation Project

## 2.5 TRPA and CEQA Final Design Phase

- TRPA Clearance
  - WSC subconsultant Cardno to prepare TRPA IEC prepared for project site for District review and approval.
- Permitting
  - WSC subconsultant Cardno will assist in obtaining the necessary permits for project implementation. Anticipated permits include:
    - City of South Lake Tahoe Grading Permit and
    - Lahontan Regional Water Quality Control Board authorization for Low Threat Discharge Permit, should site dewatering become necessary.
    - WSC subconsultant Cardno will prepare a project description outline with determination of impact quantities from WSC.
    - WSC subconsultant Cardno will prepare review of permit applications prior to submittal for City of South Lake Tahoe and the Lahontan Regional Water Quality Control Board.
- Geotechnical Support Services
  - As required for TRPA permitting for excavations greater than 5-ft, a single boring and associated geotechnical analysis will be provided for the flexible coupling installation on the discharge forcemain.

Deliverable:	Technical memo documenting the desk-top biological resource assessment and land capability (LCD 1b, SEZ). If required, the technical memo will recommend strategies to avoid or mitigate potential impacts.
Deliverable:	Technical Report documenting the desk-top a cultural resource assessments and architectural historian assessment of structures.
Deliverable:	TRPA IEC, Draft and Final in PDF format

## Task 3.0 Bidding Services

Task includes the scope of work for the bidding phase of the project.

### 3.1 Attend Prebid Conference

- WSC project manager will assist the District with conducting a job walk and will attend the prebid conference to meet with prospective contractors and answer contractor questions.

### 3.2 Respond to Bidder Questions

- WSC will assist the District is responding to Bidder questions. WSC will provide written responses in Microsoft Word or Excel format to the District to include in

# Bijou Pump Station Rehabilitation Project

Addenda issued during the bidding phase. Current budget assumes up to 2 addenda.

**Deliverable:** Responses to bidder questions in Microsoft Word or Excel format.

## Optional Task 1.0 Optional Tasks

### O1.1 Design Services for new Wet Well and Valve Vault

- If an alternative that includes the construction of a new wet well and valve vault is selected in the preliminary design phase, the following additional design sheets and associated design work will be required.

<b><i>Additional Sheets for new wet well and valve vault</i></b>		
1	C1	Site Piping Plan
2	C3	Paving, Grading, and Drainage Plan
3	C4	Influent Sewer Profile
4	C5	Piping Details
5	C6	Standard Details
6	M2A	New wet well and Valve Vault Plan and Sections
7	S4	New wet well & Valve Vault Plans, Sections, and Details (Optional)

- Geotechnical Services
  - The depth of the scoped boring and associated geotechnical analysis will be expanded to include recommendations for the deeper excavations and design of the wet well and valve vault

### Scope of Work Assumptions

1. No record drawings or conformed drawings are included in the scope of work.
2. Project management, quality control and administration tasks are included in the Tasks above.
3. Fee estimate assumes that the 90% project design will be completed in 2022 and that the final bid documents and bidding will occur in 2023.



Task No. Task Description	WSC											TJCAA	GeoAssociat	Cardno	JDH	ALL FIRMS	
	PIC	QA/QC Lead	Modeling Lead	Project Manager	Project Engineer	CAD Designer	Admin Support	WSC Labor Hours	WSC Labor Fee	Expenses	WSC Fee	Labor Fee	Labor Fee	Labor Fee	Labor Fee	Total Fee	
	Scott Duren	Jeffery Lawrence	Jeroen Olthof	Robert Natoli	Kendall Stahl												
<i>Billing rates, \$/hr</i>	\$295	\$295	\$295	\$260	\$190	\$160	\$140										
<b>1 Data Collection, Review and Analysis</b>																	
1.1 Preliminary Design Phase Meetings and Site Visits	2	12		24	20		2	60	\$ 14,450	\$ 600	\$ 15,050	\$ 3,300				\$ 18,350	
1.2 Background Document Request and Review		2		4	4		2	12	\$ 2,670	\$ 100	\$ 2,770					\$ 2,770	
1.3 Alternative Analysis	2	6		16	32		4	60	\$ 13,160	\$ 500	\$ 13,660	\$ 11,000		\$ 1,650		\$ 26,310	
1.4 Alternative Analysis TM	2	4		16	32		8	62	\$ 13,130	\$ 500	\$ 13,630					\$ 13,630	
1.5 Dual Forcemain System Control Analysis and TM	4	16	20	8	20	12		80	\$ 19,600	\$ 800	\$ 20,400	\$ 6,600				\$ 27,000	
1.6 CEQA Preliminary Design Phase	2	2		2	4			10	\$ 2,460	\$ 100	\$ 2,560			\$ 25,791		\$ 28,351	
<b>SUBTOTAL</b>	<b>12</b>	<b>42</b>	<b>20</b>	<b>70</b>	<b>112</b>	<b>12</b>	<b>16</b>	<b>284</b>	<b>\$ 65,470</b>	<b>\$ 2,600</b>	<b>\$ 68,070</b>	<b>\$ 20,900</b>	<b>\$ -</b>	<b>\$ 25,791</b>	<b>\$ 1,650</b>	<b>\$ 116,411</b>	
<b>2 Design</b>																	
2.1 Design Phase Meetings and Site Visits	2	4		24	24			54	\$ 12,570	\$ 500	\$ 13,070	\$ 5,500				\$ 18,570	
2.2 Design Memorandum	2	4		20	40	30		96	\$ 19,370	\$ 800	\$ 20,170					\$ 20,170	
2.3 65%, 90%, and Final Design	4	24		110	230	260		628	\$ 122,160	\$ 4,900	\$ 127,060	\$ 106,700		\$ 3,850		\$ 237,610	
2.4 ASCE 41 and ACI 350 Structural Analysis		2		4	4			10	\$ 2,390	\$ 100	\$ 2,490	\$ 48,400				\$ 50,890	
2.5 TRPA and CEQA Final Design Phase				2	4			6	\$ 1,280	\$ 100	\$ 1,380		\$ 11,770	\$ 12,819		\$ 25,969	
<b>SUBTOTAL</b>	<b>8</b>	<b>34</b>	<b>0</b>	<b>160</b>	<b>302</b>	<b>290</b>	<b>0</b>	<b>794</b>	<b>\$ 157,770</b>	<b>\$ 6,400</b>	<b>\$ 164,170</b>	<b>\$ 160,600</b>	<b>\$ 11,770</b>	<b>\$ 12,819</b>	<b>\$ 3,850</b>	<b>\$ 353,209</b>	
<b>3 Bidding Services</b>																	
3.1 Attend Prebid Conference				6				6	\$ 1,560	\$ 100	\$ 1,660					\$ 1,660	
3.2 Respond to Bidder Questions				12	12			24	\$ 5,400	\$ 200	\$ 5,600	\$ 6,600				\$ 12,200	
<b>SUBTOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>\$ 6,960</b>	<b>\$ 300</b>	<b>\$ 7,260</b>	<b>\$ 6,600</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 13,860</b>	
<b>COLUMN TOTALS</b>	<b>20</b>	<b>76</b>	<b>20</b>	<b>248</b>	<b>426</b>	<b>302</b>	<b>16</b>	<b>1108</b>	<b>\$ 230,200</b>	<b>\$ 9,300</b>	<b>\$ 239,500</b>	<b>\$ 188,100</b>	<b>\$ 11,770</b>	<b>\$ 38,610</b>	<b>\$ 5,500</b>	<b>\$ 483,480</b>	
<b>OT 1 Optional Tasks</b>																	
OT 1.1 Design Services for new Wet Well and Valve Vault	2	8		32	72	96		210	\$ 40,310	\$ 1,600	\$ 41,910	\$ 16,390	\$ 8,250			\$ 66,550	
<b>Optional Tasks TOTAL</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>32</b>	<b>72</b>	<b>96</b>	<b>0</b>	<b>210</b>	<b>\$ 40,310</b>	<b>\$ 1,600</b>	<b>\$ 41,910</b>	<b>\$ 16,390</b>	<b>\$ 8,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,550</b>	
<b>OPTIONAL TASKS TOTAL</b>	<b>2</b>	<b>8</b>	<b>0</b>	<b>32</b>	<b>72</b>	<b>96</b>	<b>0</b>	<b>210</b>	<b>\$ 40,310</b>	<b>\$ 1,600</b>	<b>\$ 41,910</b>	<b>\$ 16,390</b>	<b>\$ 8,250</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 66,550</b>	

10% mark-up for sub-contracted services and direct expenses  
 Standard mileage rate \$0.57 per mile (or current Federal Mileage Reimbursement Rate)  
 Rates are subject to revision as of January 1 each year.

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Gantt Chart (M J J A S O N D J F M A M J J A S O N D J F M A M J J A)											
1	🚀	Notice to Proceed	0 days	Thu 5/12/22	Thu 5/12/22		5/12											
2	➡	<b>Data Collection, Review and Analysis</b>	<b>65 days</b>	<b>Thu 5/12/22</b>	<b>Wed 8/10/22</b>		5/12											
3	➡	Kickoff Meeting and Site Visit Inspections of Pump Station	0 days	Thu 5/12/22	Thu 5/12/22	1	5/12											
4	➡	Background Document Request	5 days	Thu 5/12/22	Wed 5/18/22	1	5/18											
5	➡	Kickoff Follow Up Meeting - Select Criteria and Alts to Analyze	0 days	Wed 5/18/22	Wed 5/18/22	3FS+5 days	5/18											
6	➡	Review Existing Information	5 days	Thu 5/19/22	Wed 5/25/22	4												
7	➡	Analyze Selected Project Alternatives	20 days	Thu 6/9/22	Wed 7/6/22	8SS+10 days												
8	➡	Hydraulic Analysis, Scenario Modeling, Pump Selection	30 days	Thu 5/26/22	Wed 7/6/22	6												
9	➡	Develop Draft Alternatives Analysis TM	15 days	Thu 6/23/22	Wed 7/13/22	7SS+10 days												
10	➡	Submit Draft Alternatives Analysis TM	0 days	Wed 7/13/22	Wed 7/13/22	9	7/13											
11	➡	District Review - Confirm Project Direction	10 days	Thu 7/14/22	Wed 7/27/22	10	7/27											
12	➡	Alternative Confirmed for Design	0 days	Wed 7/27/22	Wed 7/27/22	11	7/27											
13	➡	Finalize Alternatives Analysis TM	10 days	Thu 7/28/22	Wed 8/10/22	11	7/27											
14	➡	<b>Design</b>	<b>165 days</b>	<b>Wed 7/27/22</b>	<b>Wed 3/15/23</b>		7/27											
15	➡	Controls and Instrumentation Workshop	0 days	Wed 7/27/22	Wed 7/27/22	12	7/27											
16	➡	Draft BOD TM & 30% Drawings	15 days	Thu 7/28/22	Wed 8/17/22	11												
17	➡	District Review	10 days	Thu 8/18/22	Wed 8/31/22	16												
18	➡	Finalize BOD TM	10 days	Thu 9/1/22	Wed 9/14/22	17												
19	➡	65% Design	30 days	Thu 9/1/22	Wed 10/12/22	17												
20	➡	Submit 65% Design	0 days	Wed 10/12/22	Wed 10/12/22	19	10/12											
21	➡	District Review	10 days	Thu 10/13/22	Wed 10/26/22	19	10/26											
22	➡	65% Review Workshop	0 days	Wed 10/26/22	Wed 10/26/22	21	10/26											
23	➡	90% Design	30 days	Thu 10/27/22	Wed 12/7/22	22	12/7											
24	➡	Submit 90% Design	0 days	Wed 12/7/22	Wed 12/7/22	23	12/21											
25	➡	District Review	10 days	Thu 12/8/22	Wed 12/21/22	23	12/21											
26	➡	90% Review Workshop	0 days	Wed 12/21/22	Wed 12/21/22	25	12/21											
27	➡	Final Contract Documents	25 days	Thu 2/9/23	Wed 3/15/23	26,41FF+10 days	3/15											
28	➡	Submit Final Contract Documents	0 days	Wed 3/15/23	Wed 3/15/23	27	3/15											
29	➡	<b>Permitting Assistance</b>	<b>553 days</b>	<b>Mon 1/18/21</b>	<b>Wed 3/1/23</b>		3/15											

Project: Bijou PS Rehabilitation Project  
Date: Tue 4/5/22

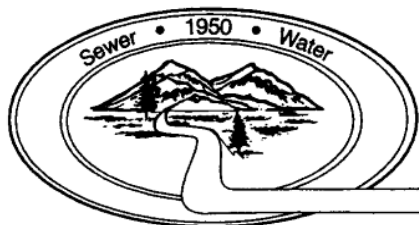
Task		Inactive Milestone		Start-only		Critical Split	
Split		Inactive Summary		Finish-only		Progress	
Milestone		Manual Task		External Tasks		Manual Progress	
Summary		Duration-only		External Milestone			
Project Summary		Manual Summary Rollup		Deadline			
Inactive Task		Manual Summary		Critical			



ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Gantt Chart (Half 2, 2022 to Half 2, 2024)																											
30		<b>CEQA</b>	<b>438 days</b>	<b>Mon 1/18/21</b>	<b>Wed 9/21/22</b>																													
31		CEQA Field and Desktop Investigations	20 days	Thu 5/12/22	Wed 6/8/22	3																												
32		Draft Environmental Reports to District	20 days	Thu 6/9/22	Wed 7/6/22	31																												
33		County Review of Env. Reports	10 days	Thu 7/7/22	Wed 7/20/22	32																												
34		Finalize Enviromental Reports	5 days	Thu 7/21/22	Wed 7/27/22	33																												
35		Develop and Review CEQA Exemption for Project	2 mons	Thu 7/28/22	Wed 9/21/22	33,12																												
36		Finalize CEQA Exemption for Project	10 days	Mon 1/18/21	Fri 1/29/21																													
37		<b>TRPA</b>	<b>120 days</b>	<b>Wed 9/14/22</b>	<b>Wed 3/1/23</b>	<b>18</b>																												
38		Submit Initial TRPA Checklist	0 days	Wed 9/14/22	Wed 9/14/22	18																												
39		Submit 90% plans for TRPA Review with updated Checklist	0 days	Wed 12/7/22	Wed 12/7/22	24																												
40		TRPA review period	60 days	Thu 12/8/22	Wed 3/1/23	39																												
41		TRPA Project approval	0 days	Wed 3/1/23	Wed 3/1/23	40																												
42		<b>Bidding Services</b>	<b>50 days</b>	<b>Thu 3/16/23</b>	<b>Wed 5/24/23</b>	<b>1</b>																												
43		County Prepare to Advertise	15 days	Thu 3/16/23	Wed 4/5/23	28																												
44		Board Approval	0 days	Wed 4/5/23	Wed 4/5/23	43																												
45		Respond to Bidder RFIs/Bidding Period	25 days	Thu 4/6/23	Wed 5/10/23	44																												
46		Pre Bid Conference	5 days	Mon 4/17/23	Fri 4/21/23	43FS+7 days																												
47		Bid Opening	0 days	Wed 5/10/23	Wed 5/10/23	45																												
48		Escrow Bid Doc Review	10 days	Thu 5/11/23	Wed 5/24/23	45,46																												
49		Issuance of Intent to Award	0 days	Wed 5/24/23	Wed 5/24/23	48																												
50		<b>Construction</b>	<b>287 days</b>	<b>Thu 5/25/23</b>	<b>Fri 6/28/24</b>																													
51		Award Contract	30 days	Thu 5/25/23	Wed 7/5/23	49																												
52		Conformed Documents	20 days	Thu 5/25/23	Wed 6/21/23	49																												
53		Notice to Proceed	0 days	Wed 7/5/23	Wed 7/5/23	51																												
54		Float for May 1, 2024 Contractor Mobilization	32 days	Thu 7/6/23	Fri 8/18/23	53																												
55		Submittals	40 days	Mon 8/21/23	Fri 10/13/23	54																												
56		Procure Pumps and Equipment	6 mons	Mon 10/16/23	Fri 3/29/24	55																												
57		Constructor Mobilization	3 mons	Mon 4/1/24	Fri 6/21/24	56																												
58		Record Drawings	5 days	Mon 6/24/24	Fri 6/28/24	57																												

Project: Bijou PS Rehabilitation Project  
Date: Tue 4/5/22

Task		Inactive Milestone		Start-only		Critical Split	
Split		Inactive Summary		Finish-only		Progress	
Milestone		Manual Task		External Tasks		Manual Progress	
Summary		Duration-only		External Milestone			
Project Summary		Manual Summary Rollup		Deadline			
Inactive Task		Manual Summary		Critical			



# 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](http://www.stpud.us)

## BOARD AGENDA ITEM 6b

**TO:** Board of Directors

**FROM:** Paul Hughes, Chief Financial Officer

**MEETING DATE:** May 5, 2022

**ITEM – PROJECT NAME:** Setting Water and Sewer Capacity Charges

**REQUESTED BOARD ACTION:** Adopt Ordinance No. 581-22, an Ordinance of the South Tahoe Public Utility District, Setting Water Capacity Charges and Sewer Connection Fees and Amending Administrative Code Sections 3.1.49(a), 3.1.49(c), 3.1.49(e), 4.5.7 and Associated Appendix Fee Schedules.

**DISCUSSION:** At the April 21, 2022, Regular Board meeting, the District's rate consultant, Shawn Koorn with HDR Engineering, presented the final draft versions of the water and sewer capacity charge studies. Ordinance No. 581-22 adopts the charges and fees as determined in the studies.

The recommended sewer connection fees are developed to be applied to residential developments based on square footage of the living units. For example, the recommended sewer capacity charge for a typical single-family residence (2,736 square feet) is \$11,324, or \$4.14/square foot. Based on this fee structure, a 750 square foot living unit would be charged \$3,105 for sewer connection fees, compared to the current rate of \$8,235. This type of fee structure is beneficial to workforce/low-income multi-family housing developments.

For residential remodels or additions, it is recommended that fees be charged for additional sewer capacity when the structure square footage is increased by more than 500 square feet. Ordinance No. 581-22 includes this language. This language can be adjusted in the future if necessary.

The recommended commercial sewer connection fees are based on the number of applicable plumbing fixture units or number of seats (for restaurants). This is the same methodology used today except that there is currently a minimum charge applied. The recommended charge per fixture unit is \$755. This fee structure is beneficial to commercial developments with a low number of fixture units, such as office space which currently has a minimum charge of \$8,235. Under the recommended new fees, a commercial building with five fixture units would be charged \$3,775 compared to \$8,235 today.

The recommended water capacity charges are strictly based on water meter size, and the capacity associated with the meter size. The charts below illustrate the recommended water capacity charge by meter size:

Water Capacity Charge	¾ inch capacity charge	\$11,015
	1 inch capacity charge	\$18,359
	1-1/2 inch capacity charge	\$36,718
	2 inch capacity charge	\$58,749
	3 inch capacity charge	\$117,535
	4 inch capacity charge	\$183,591
	6 inch capacity charge	\$367,183
	8 inch capacity charge	\$587,490
	10 inch capacity charge	\$844,517
	12 inch capacity charge	\$1,239,238
	16 inch capacity charge	\$1,652,317
Private Fire Protection	1 inch capacity charge	\$49
	1-1/2 inch capacity charge	\$142
	2 inch capacity charge	\$303
	3 inch capacity charge	\$881
	4 inch capacity charge	\$1,878
	6 inch capacity charge	\$5,456
	8 inch capacity charge	\$11,627
	10 inch capacity charge	\$20,910

As illustrated above, the recommended charge for a typical residential connection, ¾ inch, is \$11,015, an increase of \$4,182 compared to the current charge. This increase is not unexpected since the last water capacity charge study was completed 16 years ago in 2006.

District staff recommend Board adoption of Ordinance No. 581-22.

**SCHEDULE:** New capacity charges effective 30 days from the date of adoption of Ordinance No. 581-22

**COSTS:** N/A

**ACCOUNT NO:** N/A

**BUDGETED AMOUNT AVAILABLE:** N/A

**ATTACHMENTS:** Ordinance 581-22

**CONCURRENCE WITH REQUESTED ACTION:**

**CATEGORY:** Sewer/Water

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

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

**ORDINANCE NO. 581-22**

**AN ORDINANCE OF THE SOUTH TAHOE PUBLIC UTILITY  
DISTRICT SETTING WATER CAPACITY CHARGES AND  
SEWER CONNECTION FEES AND AMENDING ADMINISTRATIVE  
CODE SECTIONS 3.1.49(a), 3.1.49(c), 3.1.49(e), 4.5.7 AND  
ASSOCIATED APPENDIX FEE SCHEDULES**

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 amend the Administrative Code to increase water capacity charges and sewer connection fees.

**SECTION II – DEFINITIONS**

For the purposes 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, Street Lighting and Groundwater Management Plan Ordinances of the District, which establish the authority and the principles for the 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, El Dorado County, State of California, makes the following findings:

1. The District's water capacity charges and sewer connection fees were previously determined to be less than the cost of providing such capacity, so the District increased the water capacity charges and sewer connection fees in order to reflect the actual cost of providing the services for which such charges and fees are imposed.
2. The Board later postponed the scheduled increases several times on the basis that allowing the scheduled water capacity charges and sewer connection fees increases would contribute to adversely impact development within the District's boundaries by increasing the costs of new development.

3. The current economic climate has improved significantly and is no longer adversely impacting new development within the District's boundaries.

4. The District completed a study which found that the current water capacity charges and sewer connection fees were less than the cost of providing the services for which such charges and fees are imposed.

5. The District needs to increase the water capacity charges and sewer connection fees in order to reflect the actual cost of providing the services for which the charges are imposed

6. The Board has determined that it is in the best interest of the health and safety of District's customers to increase the District's current water capacity charges and sewer connection fees as provided in this ordinance.

#### **SECTION IV – WATER CAPACITY CHARGE APPENDIX**

Administrative Code Appendix Fee Schedule, Sections 3.1.49(a), (c) and (e) shall be amended in their entirety as follows:

3.1.49(a) Water Capacity Charge	¾ inch capacity charge	\$11,015.00
	1 inch capacity charge	\$18,359.00
	1-1/2 inch capacity charge	\$36,718.00
	2 inch capacity charge	\$58,749.00
	3 inch capacity charge	\$117,535.00
	4 inch capacity charge	\$183,591.00
	6 inch capacity charge	\$367,183.00
	8 inch capacity charge	\$587,490.00
	10 inch capacity charge	\$844,517.00
	12 inch capacity charge	\$1,239,238.00
	16 inch capacity charge	\$1,652,317.00
3.1.49(c) Private Fire Protection	1 inch capacity charge	\$49.00
	1-1/2 inch capacity charge	\$142.00
	2 inch capacity charge	\$303.00
	3 inch capacity charge	\$881.00
	4 inch capacity charge	\$1,878.00
	6 inch capacity charge	\$5,456.00
	8 inch capacity charge	\$11,627.00
	10 inch capacity charge	\$20,910.00

3.1.49(e) Period Adjustments: The capacity charges in sections 3.1.49(a) and (c) shall automatically be adjusted on July 1st of each year by a percentage equal to the change in construction costs since the prior fiscal year based upon Engineering News Record (or similar publication) construction cost index.

**SECTION V – SEWER CONNECTION FEES**

Administrative Code Section 4.5.7 is amended in its entirety as follows:

4.5.7 - A fee will be collected to connect to the collection system as defined in the Appendix Fee Schedule for section 4.5.7.

Administrative Code Section 4.5.10 is amended in its entirety as follows:

4.5.10 Periodic Adjustment. The sewer connection fees in Administrative Code Appendix section 4.5.7 shall automatically be adjusted on July 1st of each year by a percentage equal to the change in construction costs since the prior fiscal year based upon Engineering News Record (or similar publication) construction cost index.

**SECTION VI – SEWER CONNECTION FEES APPENDIX**

Administrative Code Appendix Fee Schedule, Sections 4.5.7 shall be amended in its entirety as follows:

4.5.7 Residential Connection Fee	\$4.14 per square foot
Residential Addition	\$4.14 per square foot in excess of 500
Commercial Connection Fee	\$755.00 per plumbing fixture unit
Restaurant Connection Fee	\$944.00 per indoor seat 1 – 20
	\$189.00 per indoor seat 21 and over
	\$000.00 per outdoor seat 1 – 20
	\$283.00 per outdoor seat 21 and over

**SECTION VII – 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 VIII – EFFECTIVE DATE**

This Ordinance amending the above referenced section of the Administrative Code shall take effect thirty 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 the 5<sup>th</sup> day of May, 2022, by the following vote:

AYES:  
NOES:  
ABSENT:

---

Kelly Sheehan, President  
South Tahoe Public Utility District

ATTEST: \_\_\_\_\_  
Melonie Guttry, Clerk of the Board  
South Tahoe Public Utility District

## PAYMENT OF CLAIMS

FOR APPROVAL  
May 5, 2022

Payroll 4/19/22	534,468.81
Total Payroll	534,468.81
ADP & Insight eTools	0.00
AFLAC/WageWorks claims and fees	0.00
Cal Bank & Trust fiscal agent fees	0.00
Prominence - health care payments	4,580.37
Ameritas - Insurance Payments	0.00
Total Vendor EFT	4,580.37
Accounts Payable Checks-Sewer Fund	1,111,110.11
Accounts Payable Checks-Water Fund	617,010.18
Total Accounts Payable Checks	1,728,120.29
Utility Management Refunds	0.00
Total Utility Management Checks	0.00
<b>Grand Total</b>	<b>2,267,169.47</b>

<b>Payroll EFTs &amp; Checks</b>	<b>4/19/2022</b>
EFT CA Employment Taxes & W/H	23,361.31
EFT Federal Employment Taxes & W/H	115,673.35
EFT CalPERS Contributions	81,365.87
EFT Empower Retirement-Deferred Comp	26,647.23
EFT Stationary Engineers Union Dues	2,819.70
EFT CDHP Health Savings (HSA)	5,158.69
EFT Retirement Health Savings	0.00
EFT United Way Contributions	21.00
EFT Employee Direct Deposits	279,030.28
CHK Employee Garnishments	391.38
CHK Employee Paychecks	0.00
<i>Total</i>	534,468.81





# Payment of Claims

Payment Date Range 05/05/22 - 05/05/22  
 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 42363 - A-1 CHEMICAL INC</b>									
7138310	Janitorial Supplies Inventory	Paid by Check #109120		04/20/2022	05/05/2022	04/30/2022		05/05/2022	542.23
		<b>Vendor 42363 - A-1 CHEMICAL INC Totals</b>				Invoices	1		<u>\$542.23</u>
<b>Vendor 43721 - ACWA/JPIA</b>									
0684720	ACWA Medical/Vision Insurance	Paid by Check #109121		04/01/2022	05/05/2022	05/31/2022		05/05/2022	221,019.58
		<b>Vendor 43721 - ACWA/JPIA Totals</b>				Invoices	1		<u>\$221,019.58</u>
<b>Vendor 48790 - ADS LLC</b>									
INV-SFW4978	Sewer Flow Meter Inventory	Paid by Check #109122		12/22/2021	05/05/2022	04/30/2022		05/05/2022	4,341.78
		<b>Vendor 48790 - ADS LLC Totals</b>				Invoices	1		<u>\$4,341.78</u>
<b>Vendor 48136 - AHERN RENTALS</b>									
24790398-001	Shop Supplies	Paid by Check #109123		04/12/2022	05/05/2022	04/30/2022		05/05/2022	9.46
		<b>Vendor 48136 - AHERN RENTALS Totals</b>				Invoices	1		<u>\$9.46</u>
<b>Vendor 49581 - ALERT MEDIA INC</b>									
INV1754	Service Contracts	Paid by Check #109124		04/11/2022	05/05/2022	04/30/2022		05/05/2022	4,902.00
		<b>Vendor 49581 - ALERT MEDIA INC Totals</b>				Invoices	1		<u>\$4,902.00</u>
<b>Vendor 48684 - ALLIED ELECTRONICS INC</b>									
9016084926	Pump Stations	Paid by Check #109125		04/18/2022	05/05/2022	04/30/2022		05/05/2022	354.61
		<b>Vendor 48684 - ALLIED ELECTRONICS INC Totals</b>				Invoices	1		<u>\$354.61</u>
<b>Vendor 43949 - ALPEN SIERRA COFFEE</b>									
223649	Office Supply Issues	Paid by Check #109126		04/12/2022	05/05/2022	04/30/2022		05/05/2022	101.50
223650	Office Supply Issues	Paid by Check #109126		04/12/2022	05/05/2022	04/30/2022		05/05/2022	53.75
223781	Office Supply Issues	Paid by Check #109126		04/19/2022	05/05/2022	04/30/2022		05/05/2022	101.50
223782	Office Supply Issues	Paid by Check #109126		04/19/2022	05/05/2022	04/30/2022		05/05/2022	53.75
		<b>Vendor 43949 - ALPEN SIERRA COFFEE Totals</b>				Invoices	4		<u>\$310.50</u>
<b>Vendor 48817 - MARY ALSBURY</b>									
MA051522	Travel - Meetings - Education	Paid by Check #109127		05/15/2022	05/05/2022	05/31/2022		05/05/2022	264.00
		<b>Vendor 48817 - MARY ALSBURY Totals</b>				Invoices	1		<u>\$264.00</u>
<b>Vendor 49337 - AMAZON CAPITAL SERVICES INC.</b>									
1X36-PMJY-FPGY	Automotive	Paid by Check #109128		10/07/2021	05/05/2022	04/30/2022		05/05/2022	75.48
16V9-6476-FCCR	Pump Stations	Paid by Check #109128		04/05/2022	05/05/2022	04/30/2022		05/05/2022	361.08
1RW4-T193-1K7J	Office Supplies	Paid by Check #109128		04/06/2022	05/05/2022	04/30/2022		05/05/2022	38.04
1MRM-D36K-DXGP	Safety Equipment - Physicals	Paid by Check #109128		04/07/2022	05/05/2022	04/30/2022		05/05/2022	180.58
		<b>Vendor 49337 - AMAZON CAPITAL SERVICES INC. Totals</b>				Invoices	4		<u>\$655.18</u>
<b>Vendor 44768 - ANGIE'S SIGNS</b>									
6386	Tahoe Keys Sewer PS Rehab	Paid by Check #109129		04/05/2022	05/05/2022	04/30/2022		05/05/2022	850.00



# Payment of Claims

Payment Date Range 05/05/22 - 05/05/22  
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
			Vendor <b>44768 - ANGIE'S SIGNS</b> Totals				Invoices	1	\$850.00
Vendor <b>45202 - AT&amp;T MOBILITY</b>									
04102022	Telephone	Paid by Check #109130		04/10/2022	05/05/2022	04/30/2022		05/05/2022	2,506.54
			Vendor <b>45202 - AT&amp;T MOBILITY</b> Totals				Invoices	1	\$2,506.54
Vendor <b>48000 - AT&amp;T/CALNET 3</b>									
APRIL 2022 - 2	Telephone	Paid by Check #109131		04/20/2022	05/05/2022	04/30/2022		05/05/2022	1,064.76
			Vendor <b>48000 - AT&amp;T/CALNET 3</b> Totals				Invoices	1	\$1,064.76
Vendor <b>48974 - FRANCISCO AVINA</b>									
Boots0422	Safety Equipment - Physicals	Paid by Check #109132		04/07/2022	05/05/2022	04/30/2022		05/05/2022	176.70
			Vendor <b>48974 - FRANCISCO AVINA</b> Totals				Invoices	1	\$176.70
Vendor <b>11551 - AXELSON IRON SHOP</b>									
290732	Pump Stations	Paid by Check #109133		04/14/2022	05/05/2022	04/30/2022		05/05/2022	491.85
			Vendor <b>11551 - AXELSON IRON SHOP</b> Totals				Invoices	1	\$491.85
Vendor <b>45009 - BENTLY AGROWDYNAMICS</b>									
208326	Biosolids Disposal Costs	Paid by Check #109134		04/11/2022	05/05/2022	04/30/2022		05/05/2022	1,178.25
			Vendor <b>45009 - BENTLY AGROWDYNAMICS</b> Totals				Invoices	1	\$1,178.25
Vendor <b>48955 - IVO BERGSOHN</b>									
IB050322	Travel - Meetings - Education	Paid by Check #109135		05/03/2022	05/05/2022	05/31/2022		05/05/2022	74.00
			Vendor <b>48955 - IVO BERGSOHN</b> Totals				Invoices	1	\$74.00
Vendor <b>43828 - BLUE RIBBON TEMP PERSONNEL</b>									
13261	Contractual Services	Paid by Check #109136		04/15/2022	05/05/2022	04/30/2022		05/05/2022	773.22
13317	Contractual Services	Paid by Check #109136		04/22/2022	05/05/2022	04/30/2022		05/05/2022	736.40
			Vendor <b>43828 - BLUE RIBBON TEMP PERSONNEL</b> Totals				Invoices	2	\$1,509.62
Vendor <b>42978 - BROWNSTEIN HYATT</b>									
886601	Legal Services March 2022	Paid by EFT #56		04/20/2022	05/05/2022	04/30/2022		05/05/2022	75,119.75
			Vendor <b>42978 - BROWNSTEIN HYATT</b> Totals				Invoices	1	\$75,119.75
Vendor <b>22251 - CALIF DEPT OF WATER RESOURCES</b>									
1800149030	Regulatory Operating Permits	Paid by Check #109137		03/16/2022	05/05/2022	04/30/2022		05/05/2022	53,530.00
			Vendor <b>22251 - CALIF DEPT OF WATER RESOURCES</b> Totals				Invoices	1	\$53,530.00
Vendor <b>49220 - CAMPORA PROPANE</b>									
713033	Propane	Paid by Check #109138		04/07/2022	05/05/2022	04/30/2022		05/05/2022	545.61
			Vendor <b>49220 - CAMPORA PROPANE</b> Totals				Invoices	1	\$545.61
Vendor <b>13230 - CAROLLO ENGINEERS</b>									
FB21426	Contractual Services	Paid by Check #109139		04/05/2022	05/05/2022	04/30/2022		05/05/2022	42,198.50
FB22329	Secondary Clarifier #3 Rehab	Paid by Check #109139		04/18/2022	05/05/2022	04/30/2022		05/05/2022	7,178.58



# Payment of Claims

Payment Date Range 05/05/22 - 05/05/22  
 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
Vendor <b>13230 - CAROLLO ENGINEERS</b> Totals							Invoices	2	\$49,377.08
Vendor <b>40176 - CASHMAN EQUIPMENT</b>									
INW01477959	Automotive	Paid by Check #109140		04/01/2022	05/05/2022	04/30/2022		05/05/2022	26,853.87
Vendor <b>40176 - CASHMAN EQUIPMENT</b> Totals							Invoices	1	\$26,853.87
Vendor <b>42328 - CDW-G CORP</b>									
V769600	District Computer Supplies	Paid by Check #109141		04/11/2022	05/05/2022	04/30/2022		05/05/2022	3,398.99
W051875	District Computer Supplies	Paid by Check #109141		04/18/2022	05/05/2022	04/30/2022		05/05/2022	168.56
W086269	Computer Purchases	Paid by Check #109141		04/18/2022	05/05/2022	04/30/2022		05/05/2022	845.32
Vendor <b>42328 - CDW-G CORP</b> Totals							Invoices	3	\$4,412.87
Vendor <b>40343 - CHEMSEARCH INC</b>									
7726516	Service Contracts	Paid by Check #109142		03/20/2022	05/05/2022	04/30/2022		05/05/2022	377.23
Vendor <b>40343 - CHEMSEARCH INC</b> Totals							Invoices	1	\$377.23
Vendor <b>48654 - D&amp;H BROADCASTING LLC</b>									
Mar 22 Stmt	Public Relations Expense	Paid by Check #109143		04/10/2022	05/05/2022	04/30/2022		05/05/2022	1,120.00
Vendor <b>48654 - D&amp;H BROADCASTING LLC</b> Totals							Invoices	1	\$1,120.00
Vendor <b>49746 - GREGORY DUPREE</b>									
GD051522	Travel - Meetings - Education	Paid by Check #109144		05/15/2022	05/05/2022	05/31/2022		05/05/2022	264.00
Vendor <b>49746 - GREGORY DUPREE</b> Totals							Invoices	1	\$264.00
Vendor <b>49692 - EATON CORPORATION</b>									
59282056	Luther Pass Pump Station	Paid by Check #109145		04/12/2022	05/05/2022	04/30/2022		05/05/2022	6,883.00
Vendor <b>49692 - EATON CORPORATION</b> Totals							Invoices	1	\$6,883.00
Vendor <b>47898 - ETS</b>									
8936	Monitoring	Paid by Check #109146		04/11/2022	05/05/2022	04/30/2022		05/05/2022	1,330.50
Vendor <b>47898 - ETS</b> Totals							Invoices	1	\$1,330.50
Vendor <b>18550 - EUROFINS EATON ANALYTICAL LLC</b>									
L0625923	Monitoring	Paid by Check #109147		04/13/2022	05/05/2022	04/30/2022		05/05/2022	35.00
L0626894	Monitoring	Paid by Check #109147		04/21/2022	05/05/2022	04/30/2022		05/05/2022	35.00
L0627206	Monitoring	Paid by Check #109147		04/25/2022	05/05/2022	04/30/2022		05/05/2022	40.00
Vendor <b>18550 - EUROFINS EATON ANALYTICAL LLC</b> Totals							Invoices	3	\$110.00
Vendor <b>47960 - FARR WEST ENGINEERING INC</b>									
17021	Keller Heavenly Water System Improvement	Paid by Check #109148		01/28/2022	05/05/2022	04/30/2022		05/05/2022	81.25
17027	Consulting	Paid by Check #109148		01/28/2022	05/05/2022	04/30/2022		05/05/2022	38,956.25
17215	Consulting	Paid by Check #109148		03/04/2022	05/05/2022	04/30/2022		05/05/2022	11,980.53
Vendor <b>47960 - FARR WEST ENGINEERING INC</b> Totals							Invoices	3	\$51,018.03



# Payment of Claims

Payment Date Range 05/05/22 - 05/05/22  
 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 14890 - FEDEX</b>									
7-725-48992	Postage Expenses	Paid by Check #109149		04/15/2022	05/05/2022	04/30/2022		05/05/2022	86.20
7-733-22975	Postage Expense	Paid by Check #109149		04/22/2022	05/05/2022	04/30/2022		05/05/2022	57.25
<b>Vendor 14890 - FEDEX Totals</b>							Invoices	2	\$143.45
<b>Vendor 48402 - FLYERS ENERGY LLC</b>									
22-506793	Gasoline & Diesel Fuel Inventory	Paid by Check #109150		04/14/2022	05/05/2022	04/30/2022		05/05/2022	7,023.75
22-510862	Gasoline & Diesel Fuel Expense	Paid by Check #109150		04/20/2022	05/05/2022	04/30/2022		05/05/2022	2,824.52
22-511846	Fuel	Paid by Check #109150		04/22/2022	05/05/2022	04/30/2022		05/05/2022	2,671.90
<b>Vendor 48402 - FLYERS ENERGY LLC Totals</b>							Invoices	3	\$12,520.17
<b>Vendor 49119 - GANNETT FLEMING INC</b>									
1	Tahoe Keys Sewer PS Rehab	Paid by Check #109151		03/14/2022	05/05/2022	04/30/2022		05/05/2022	4,202.50
2	Tahoe Keys Sewer PS Rehab	Paid by Check #109151		04/11/2022	05/05/2022	04/30/2022		05/05/2022	1,620.00
<b>Vendor 49119 - GANNETT FLEMING INC Totals</b>							Invoices	2	\$5,822.50
<b>Vendor 44448 - GFOA</b>									
300167679	Subscription Expense	Paid by Check #109152		03/01/2022	05/05/2022	04/30/2022		05/05/2022	65.00
<b>Vendor 44448 - GFOA Totals</b>							Invoices	1	\$65.00
<b>Vendor 43111 - GFS CHEMICALS INC</b>									
CINV-093373	Laboratory Supplies	Paid by Check #109153		03/31/2022	05/05/2022	04/30/2022		05/05/2022	806.88
CINV-094423	Laboratory Supplies	Paid by Check #109153		04/14/2022	05/05/2022	04/30/2022		05/05/2022	59.30
<b>Vendor 43111 - GFS CHEMICALS INC Totals</b>							Invoices	2	\$866.18
<b>Vendor 15600 - GRAINGER</b>									
9270137442	Pump Stations	Paid by Check #109154		04/06/2022	05/05/2022	04/30/2022		05/05/2022	1,078.91
9270701379	Pump Stations	Paid by Check #109154		04/06/2022	05/05/2022	04/30/2022		05/05/2022	1,078.91
9275097898	Confined Space Rescue Trailer/Equipment	Paid by Check #109154		04/11/2022	05/05/2022	04/30/2022		05/05/2022	2,262.51
9275675842	Automotive	Paid by Check #109154		04/11/2022	05/05/2022	04/30/2022		05/05/2022	117.51
<b>Vendor 15600 - GRAINGER Totals</b>							Invoices	4	\$4,537.84
<b>Vendor 49613 - H2O MANAGEMENT</b>									
1	Valve Exerciser & Data Collector Unit	Paid by Check #109155		02/28/2022	05/05/2022	04/30/2022		05/05/2022	29,606.17
<b>Vendor 49613 - H2O MANAGEMENT Totals</b>							Invoices	1	\$29,606.17
<b>Vendor 15800 - HACH CO</b>									
12994899	Primary Equipment	Paid by Check #109156		04/21/2022	05/05/2022	04/30/2022		05/05/2022	341.73
<b>Vendor 15800 - HACH CO Totals</b>							Invoices	1	\$341.73
<b>Vendor 44430 - HIGH SIERRA BUSINESS SYSTEMS</b>									
123627	Service Contracts	Paid by Check #109157		04/01/2022	05/05/2022	04/30/2022		05/05/2022	1,212.28



# Payment of Claims

Payment Date Range 05/05/22 - 05/05/22  
 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
Vendor <b>44430 - HIGH SIERRA BUSINESS SYSTEMS</b> Totals							Invoices	1	\$1,212.28
Vendor <b>43208 - IN-SITU INC</b>									
00151399	Laboratory Supplies	Paid by Check #109158		04/12/2022	05/05/2022	04/30/2022		05/05/2022	179.27
Vendor <b>43208 - IN-SITU INC</b> Totals							Invoices	1	\$179.27
Vendor <b>48140 - INTEGRITY LOCKSMITH</b>									
i34077	Safety Equipment - Physicals	Paid by Check #109159		04/08/2022	05/05/2022	04/30/2022		05/05/2022	65.21
Vendor <b>48140 - INTEGRITY LOCKSMITH</b> Totals							Invoices	1	\$65.21
Vendor <b>44110 - J&amp;L PRO KLEEN INC</b>									
29133	Janitorial Services	Paid by Check #109160		04/16/2022	05/05/2022	04/30/2022		05/05/2022	4,666.20
Vendor <b>44110 - J&amp;L PRO KLEEN INC</b> Totals							Invoices	1	\$4,666.20
Vendor <b>48374 - JACK DOHENY SUPPLIES INC</b>									
157380	Infiltration & Inflow	Paid by Check #109161		03/31/2022	05/05/2022	04/30/2022		05/05/2022	3,002.89
Vendor <b>48374 - JACK DOHENY SUPPLIES INC</b> Totals							Invoices	1	\$3,002.89
Vendor <b>49725 - LAKESIDE TERMITE &amp; PEST CONTROL</b>									
013771360	Buildings	Paid by Check #109162		04/12/2022	05/05/2022	04/30/2022		05/05/2022	150.00
Vendor <b>49725 - LAKESIDE TERMITE &amp; PEST CONTROL</b> Totals							Invoices	1	\$150.00
Vendor <b>49591 - JUDY LEONG</b>									
May 22	Contractual Services	Paid by Check #109163		05/31/2022	05/05/2022	05/31/2022		05/05/2022	20.00
Vendor <b>49591 - JUDY LEONG</b> Totals							Invoices	1	\$20.00
Vendor <b>45135 - LES SCHWAB TIRE CENTER</b>									
66100410724	Automotive	Paid by Check #109164		04/18/2022	05/05/2022	04/30/2022		05/05/2022	888.33
Vendor <b>45135 - LES SCHWAB TIRE CENTER</b> Totals							Invoices	1	\$888.33
Vendor <b>22550 - LIBERTY UTILITIES</b>									
APRIL 2022 - 2	Electricity	Paid by Check #109165		04/25/2022	05/05/2022	04/30/2022		05/05/2022	220,839.32
Vendor <b>22550 - LIBERTY UTILITIES</b> Totals							Invoices	1	\$220,839.32
Vendor <b>47903 - LINDE GAS &amp; EQUIPMENT INC</b>									
66774612	Shop Supplies	Paid by Check #109166		10/22/2021	05/05/2022	04/30/2022		05/05/2022	424.03
67257855	Shop Supplies	Paid by Check #109166		11/20/2021	05/05/2022	04/30/2022		05/05/2022	27.01
67959972	Shop Supplies	Paid by Check #109166		12/23/2021	05/05/2022	04/30/2022		05/05/2022	139.37
69010066	Shop Supplies	Paid by Check #109166		02/22/2022	05/05/2022	04/30/2022		05/05/2022	178.53
69805850	Shop Supplies	Paid by Check #109166		03/31/2022	05/05/2022	04/30/2022		05/05/2022	224.45
70186709	Shop Supplies	Paid by Check #109166		04/22/2022	05/05/2022	04/30/2022		05/05/2022	409.60
Vendor <b>47903 - LINDE GAS &amp; EQUIPMENT INC</b> Totals							Invoices	6	\$1,402.99
Vendor <b>49704 - LOCAL GOVERNMENT COMMISSION</b>									
106363	Contractual Services	Paid by Check #109167		03/31/2022	05/05/2022	04/30/2022		05/05/2022	2,636.36



# Payment of Claims

Payment Date Range 05/05/22 - 05/05/22  
 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
Vendor <b>49704 - LOCAL GOVERNMENT COMMISSION</b> Totals						Invoices	1		\$2,636.36
Vendor <b>48725 - MARTECH INC</b>									
9181	Luther Pass Pump Station	Paid by Check #109168		03/31/2022	05/05/2022	04/30/2022		05/05/2022	3,772.50
Vendor <b>48725 - MARTECH INC</b> Totals						Invoices	1		\$3,772.50
Vendor <b>49076 - BUCK McLELLAND</b>									
Mileage0422	Travel - Meetings - Education	Paid by Check #109169		04/30/2022	05/05/2022	04/30/2022		05/05/2022	29.25
Vendor <b>49076 - BUCK McLELLAND</b> Totals						Invoices	1		\$29.25
Vendor <b>43889 - MME MUNICIPAL MAINTENANCE</b>									
0168725-IN	Automotive	Paid by Check #109170		03/24/2022	05/05/2022	04/30/2022		05/05/2022	2,813.61
0168954-IN	Automotive	Paid by Check #109170		04/06/2022	05/05/2022	04/30/2022		05/05/2022	729.77
Vendor <b>43889 - MME MUNICIPAL MAINTENANCE</b> Totals						Invoices	2		\$3,543.38
Vendor <b>48463 - NEVADA SEAL &amp; PUMP</b>									
NSP4814	Pump Stations	Paid by Check #109171		03/11/2022	05/05/2022	04/30/2022		05/05/2022	4,512.27
Vendor <b>48463 - NEVADA SEAL &amp; PUMP</b> Totals						Invoices	1		\$4,512.27
Vendor <b>41030 - OFFICE DEPOT</b>									
237510722001	Office Supplies	Paid by Check #109172		04/07/2022	05/05/2022	04/30/2022		05/05/2022	85.76
Vendor <b>41030 - OFFICE DEPOT</b> Totals						Invoices	1		\$85.76
Vendor <b>44607 - OLIN CORPORATION</b>									
3000092165	Hypochlorite	Paid by Check #109173		03/31/2022	05/05/2022	04/30/2022		05/05/2022	4,588.38
3000095991	Hypochlorite	Paid by Check #109173		04/14/2022	05/05/2022	04/30/2022		05/05/2022	4,350.94
Vendor <b>44607 - OLIN CORPORATION</b> Totals						Invoices	2		\$8,939.32
Vendor <b>41272 - PAC MACHINE CO</b>									
86171	Pump Stations	Paid by Check #109174		03/14/2022	05/05/2022	04/30/2022		05/05/2022	746.88
Vendor <b>41272 - PAC MACHINE CO</b> Totals						Invoices	1		\$746.88
Vendor <b>48443 - QUALITY CONTROL SERVICES INC</b>									
66945	Service Contracts	Paid by Check #109175		04/08/2022	05/05/2022	04/30/2022		05/05/2022	1,105.00
Vendor <b>48443 - QUALITY CONTROL SERVICES INC</b> Totals						Invoices	1		\$1,105.00
Vendor <b>49497 - REGULATORY INTELLIGENCE LLC</b>									
STPUD422	Advisory	Paid by Check #109176		04/09/2022	05/05/2022	04/30/2022		05/05/2022	5,731.48
Vendor <b>49497 - REGULATORY INTELLIGENCE LLC</b> Totals						Invoices	1		\$5,731.48
Vendor <b>48144 - RELIANCE STANDARD</b>									
APRIL22A	LTD/Life Insurance Management	Paid by Check #109177		04/01/2022	05/05/2022	04/30/2022		05/05/2022	2,331.30
APRIL22B	LTD/Life Insurance Union/Board Payable	Paid by Check #109177		04/01/2022	05/05/2022	04/30/2022		05/05/2022	3,330.28
Vendor <b>48144 - RELIANCE STANDARD</b> Totals						Invoices	2		\$5,661.58



# Payment of Claims

Payment Date Range 05/05/22 - 05/05/22  
 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 49015 - ANTONY SCHINZING</b>									
SCRCBD10422	Dues - Memberships - Certification	Paid by Check #109178		02/28/2022	05/05/2022	04/30/2022		05/05/2022	70.00
Vendor 49015 - ANTONY SCHINZING Totals							Invoices	1	<u>\$70.00</u>
<b>Vendor 49140 - SIERRA BUSINESS COUNCIL</b>									
Mar 2022	Contractual Services	Paid by Check #109179		03/31/2022	05/05/2022	04/30/2022		05/05/2022	1,000.00
Vendor 49140 - SIERRA BUSINESS COUNCIL Totals							Invoices	1	<u>\$1,000.00</u>
<b>Vendor 48622 - SIERRA ECOTONE SOLUTIONS</b>									
1104	Waterline Replacements	Paid by Check #109180		04/20/2022	05/05/2022	04/30/2022		05/05/2022	2,000.00
Vendor 48622 - SIERRA ECOTONE SOLUTIONS Totals							Invoices	1	<u>\$2,000.00</u>
<b>Vendor 22620 - SIERRA SPRINGS</b>									
5152426 040922	Supplies	Paid by Check #109181		04/09/2022	05/05/2022	04/30/2022		05/05/2022	102.46
Vendor 22620 - SIERRA SPRINGS Totals							Invoices	1	<u>\$102.46</u>
<b>Vendor 48735 - SILVER STATE ANALYTICAL LAB</b>									
RN283068	Monitoring	Paid by Check #109182		04/13/2022	05/05/2022	04/30/2022		05/05/2022	258.00
Vendor 48735 - SILVER STATE ANALYTICAL LAB Totals							Invoices	1	<u>\$258.00</u>
<b>Vendor 49762 - GARY SILVESTRI</b>									
2606702	Water Use Reduction Rebates	Paid by Check #109183		04/30/2022	05/05/2022	04/30/2022		05/05/2022	171.60
Vendor 49762 - GARY SILVESTRI Totals							Invoices	1	<u>\$171.60</u>
<b>Vendor 48944 - CHRIS SKELLY</b>									
CS051522	Travel - Meetings - Education	Paid by Check #109184		05/15/2022	05/05/2022	05/31/2022		05/05/2022	264.00
Vendor 48944 - CHRIS SKELLY Totals							Invoices	1	<u>\$264.00</u>
<b>Vendor 49132 - SOUTH TAHOE PUBLIC UTILITY DISTRICT</b>									
APRIL 2022	Water and Other Utilities	Paid by Check #109185		04/01/2022	05/05/2022	04/30/2022		05/05/2022	5,375.05
Vendor 49132 - SOUTH TAHOE PUBLIC UTILITY DISTRICT Totals							Invoices	1	<u>\$5,375.05</u>
<b>Vendor 45168 - SOUTHWEST GAS</b>									
APRIL 2022	Natural Gas	Paid by Check #109186		04/18/2022	05/05/2022	04/30/2022		05/05/2022	814.48
Vendor 45168 - SOUTHWEST GAS Totals							Invoices	1	<u>\$814.48</u>
<b>Vendor 48481 - SWRCB ACCOUNTING OFFICE</b>									
SW-0239044	Regulatory Operating Permits	Paid by Check #109187		04/06/2022	05/05/2022	04/30/2022		05/05/2022	1,738.00
Vendor 48481 - SWRCB ACCOUNTING OFFICE Totals							Invoices	1	<u>\$1,738.00</u>
<b>Vendor 47798 - T&amp;S CONSTRUCTION CO INC</b>									
22-02A	Tahoe Keys Sewer PS Rehab	Paid by Check #109188		05/05/2022	05/05/2022	04/30/2022		05/05/2022	78,000.00
22-02AR	Tahoe Keys Sewer PS Rehab	Paid by Check #109188		05/05/2022	05/05/2022	04/30/2022		05/05/2022	(7,800.00)
Vendor 47798 - T&S CONSTRUCTION CO INC Totals							Invoices	2	<u>\$70,200.00</u>



# Payment of Claims

Payment Date Range 05/05/22 - 05/05/22  
 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 42489 - TAHOE MOUNTAIN NEWS</b>									
Apr 22 Stmt	Public Relations Expense	Paid by Check #109189		04/30/2022	05/05/2022	04/30/2022			170.00
		Vendor 42489 - TAHOE MOUNTAIN NEWS Totals					Invoices	1	<u>\$170.00</u>
<b>Vendor 49420 - THATCHER COMPANY OF NEVADA INC</b>									
2022400104122	Hypochlorite	Paid by Check #109190		04/04/2022	05/05/2022	04/30/2022			4,451.51
		Vendor 49420 - THATCHER COMPANY OF NEVADA INC Totals					Invoices	1	<u>\$4,451.51</u>
<b>Vendor 48877 - SHELLY THOMSEN</b>									
ST041922	Travel - Meetings - Education	Paid by Check #109191		04/19/2022	05/05/2022	04/30/2022			118.17
ST042022	Travel - Meetings - Education	Paid by Check #109191		04/20/2022	05/05/2022	04/30/2022			57.00
		Vendor 48877 - SHELLY THOMSEN Totals					Invoices	2	<u>\$175.17</u>
<b>Vendor 47839 - TRI SIGNAL INTEGRATION INC</b>									
107597	Buildings	Paid by Check #109192		03/21/2022	05/05/2022	04/30/2022			1,050.00
C148241	Buildings	Paid by Check #109192		04/01/2022	05/05/2022	04/30/2022			350.00
		Vendor 47839 - TRI SIGNAL INTEGRATION INC Totals					Invoices	2	<u>\$1,400.00</u>
<b>Vendor 48747 - TYLER TECHNOLOGIES INC</b>									
045-374064	Service Contracts	Paid by Check #109193		05/01/2022	05/05/2022	05/31/2022			35,915.73
		Vendor 48747 - TYLER TECHNOLOGIES INC Totals					Invoices	1	<u>\$35,915.73</u>
<b>Vendor 44519 - UNITED RENTALS INC</b>									
204295905-001	Pipe - Covers & Manholes	Paid by Check #109194		03/18/2022	05/05/2022	04/30/2022			1,234.58
		Vendor 44519 - UNITED RENTALS INC Totals					Invoices	1	<u>\$1,234.58</u>
<b>Vendor 43718 - USA BLUE BOOK</b>									
924883	Laboratory Supplies	Paid by Check #109195		03/28/2022	05/05/2022	04/30/2022			121.54
924884	Laboratory Supplies	Paid by Check #109195		03/28/2022	05/05/2022	04/30/2022			121.54
		Vendor 43718 - USA BLUE BOOK Totals					Invoices	2	<u>\$243.08</u>
<b>Vendor 45243 - VELOCITY VEHICLE GROUP</b>									
RA261023563:01	Replace Engine/Transmission	Paid by Check #109196		04/08/2022	05/05/2022	04/30/2022			5,336.19
		Vendor 45243 - VELOCITY VEHICLE GROUP Totals					Invoices	1	<u>\$5,336.19</u>
<b>Vendor 49296 - VERIZON WIRELESS</b>									
9903771174	Telephone	Paid by Check #109197		04/09/2022	05/05/2022	04/30/2022			724.66
		Vendor 49296 - VERIZON WIRELESS Totals					Invoices	1	<u>\$724.66</u>
<b>Vendor 48586 - VINCIGUERRA CONSTRUCTION INC</b>									
21-10A	Secondary Clarifier #1 Rehab	Paid by Check #109198		05/05/2022	05/05/2022	04/30/2022			92,963.00
21-10Aa	Secondary Clarifier #2 Rehab	Paid by Check #109198		05/05/2022	05/05/2022	04/30/2022			92,963.00
21-10Ab	Generator, Emergency Blower	Paid by Check #109198		05/05/2022	05/05/2022	04/30/2022			104,121.25
21-10AR	Secondary Clarifier #1 Rehab	Paid by Check #109198		05/05/2022	05/05/2022	04/30/2022			<u>(1,360.45)</u>





# Payment of Claims

Payment Date Range 05/05/22 - 05/05/22  
 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
21-10ARa	Secondary Clarifier #2 Rehab	Paid by Check #109198		05/05/2022	05/05/2022	04/30/2022		05/05/2022	(360.45)
21-10ARb	Generator, Emergency Blower	Paid by Check #109198		05/05/2022	05/05/2022	04/30/2022		05/05/2022	37,894.69
21-10ARc	Tanks Backup Power Project	Paid by Check #109198		05/05/2022	05/05/2022	04/30/2022		05/05/2022	2,675.00
22-01A	Waterline, Bowers	Paid by Check #109198		05/05/2022	05/05/2022	04/30/2022		05/05/2022	223,169.15
22-01Aa	Bijou #2 & #3 Waterline Replacement	Paid by Check #109199		05/05/2022	05/05/2022	04/30/2022		05/05/2022	164,946.10
22-01AR	Waterline, Bowers	Paid by Check #109198		05/05/2022	05/05/2022	04/30/2022		05/05/2022	(11,158.46)
22-01ARA	Bijou #2 & #3 Waterline Replacement	Paid by Check #109199		05/05/2022	05/05/2022	04/30/2022		05/05/2022	(8,247.31)
Vendor <b>48586 - VINCIGUERRA CONSTRUCTION INC</b> Totals							Invoices	11	<u>\$697,605.52</u>
Vendor <b>49540 - WATER SYSTEMS CONSULTING INC</b>									
6551	Contractual Services	Paid by Check #109200		02/28/2022	05/05/2022	04/30/2022		05/05/2022	13,134.33
6592	Consulting	Paid by Check #109200		03/31/2022	05/05/2022	04/30/2022		05/05/2022	5,565.00
Vendor <b>49540 - WATER SYSTEMS CONSULTING INC</b> Totals							Invoices	2	<u>\$18,699.33</u>
Vendor <b>48405 - WAXIE SANITARY SUPPLY</b>									
80843191	Janitorial Supplies Inventory	Paid by Check #109201		04/22/2022	05/05/2022	04/30/2022		05/05/2022	466.18
Vendor <b>48405 - WAXIE SANITARY SUPPLY</b> Totals							Invoices	1	<u>\$466.18</u>
Vendor <b>25700 - WEDCO INC</b>									
754787	Small Tools	Paid by Check #109202		04/13/2022	05/05/2022	04/30/2022		05/05/2022	101.68
754788	Primary Equipment	Paid by Check #109202		04/13/2022	05/05/2022	04/30/2022		05/05/2022	60.30
755526	Engineering Offices Remodel	Paid by Check #109202		04/20/2022	05/05/2022	04/30/2022		05/05/2022	30.62
755527	Engineering Offices Remodel	Paid by Check #109202		04/20/2022	05/05/2022	04/30/2022		05/05/2022	32.04
755528	Buildings	Paid by Check #109202		04/20/2022	05/05/2022	04/30/2022		05/05/2022	47.79
755529	Engineering Offices Remodel	Paid by Check #109202		04/20/2022	05/05/2022	04/30/2022		05/05/2022	190.69
755530	Buildings	Paid by Check #109202		04/20/2022	05/05/2022	04/30/2022		05/05/2022	70.87
Vendor <b>25700 - WEDCO INC</b> Totals							Invoices	7	<u>\$533.99</u>
Vendor <b>25850 - WESTERN NEVADA SUPPLY</b>									
19209928	Pipe - Covers & Manholes	Paid by Check #109203		03/29/2022	05/05/2022	04/30/2022		05/05/2022	6,732.50
19211935	Pipe - Covers & Manholes	Paid by Check #109203		03/30/2022	05/05/2022	04/30/2022		05/05/2022	374.10
19042644	Meters & Parts Inventory	Paid by Check #109203		04/12/2022	05/05/2022	04/30/2022		05/05/2022	2,707.53
18867998-2	Saddles & Fittings Inventory	Paid by Check #109203		04/13/2022	05/05/2022	04/30/2022		05/05/2022	1,123.41
18915814-3	Saddles & Fittings Inventory	Paid by Check #109203		04/14/2022	05/05/2022	04/30/2022		05/05/2022	1,664.31
19213006	Pipe - Covers & Manholes	Paid by Check #109203		04/19/2022	05/05/2022	04/30/2022		05/05/2022	4,247.25
Vendor <b>25850 - WESTERN NEVADA SUPPLY</b> Totals							Invoices	6	<u>\$16,849.10</u>
Vendor <b>47959 - XYLEM WATER SOLUTIONS USA INC</b>									
3556C19271	Pump Stations	Paid by Check #109204		04/12/2022	05/05/2022	04/30/2022		05/05/2022	221.97
3556C20123	Pump Stations	Paid by Check #109204		04/19/2022	05/05/2022	04/30/2022		05/05/2022	1,473.65
Vendor <b>47959 - XYLEM WATER SOLUTIONS USA INC</b> Totals							Invoices	2	<u>\$1,695.62</u>



# Payment of Claims

Payment Date Range 05/05/22 - 05/05/22  
 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
Vendor <b>49676 - ZIM INDUSTRIES INC</b>									
22-02A	Paloma Well Rehabilitation 2021	Paid by Check #109205		05/05/2022	05/05/2022	04/30/2022		05/05/2022	28,565.00
22-02AR	Paloma Well Rehabilitation 2021	Paid by Check #109205		05/05/2022	05/05/2022	04/30/2022		05/05/2022	(2,856.50)
Vendor <b>49676 - ZIM INDUSTRIES INC</b> Totals						Invoices	2		<u>\$25,708.50</u>
Grand Totals						Invoices	144		<u><u>\$1,727,489.06</u></u>

CWEA Chk #109116	\$192.00
Sherwin-Williams Chk #109117	\$439.23
<u>05/05/22 P.O.C. Total</u>	<u>\$1,728,120.29</u>