



# SOUTH TAHOE PUBLIC UTILITY DISTRICT

Joel Henderson, Director  
Nick Haven, Director

BOARD MEMBERS  
Shane Romsos, Vice President

Kelly Sheehan, Director  
Nick Exline, Director

Paul Hughes, General Manager

Andrea Salazar, Chief Financial Officer

## REGULAR MEETING OF THE BOARD OF DIRECTORS SOUTH TAHOE PUBLIC UTILITY DISTRICT December 19, 2024 MINUTES

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

**ROLL CALL: Board of Directors:** Vice President Romsos, Directors Haven, Henderson, Sheehan, Exline  
**Staff:** Paul Hughes, Andrea Salazar, Ryan Jones, Melonie Guttry, Shannon Chandler, Julie Ryan, Taylor Jaimie, Donielle Morse, Brent Goligoski, Greg Dupree, Chris Skelly, Mark Seelos, Vincent Stagnaro, Laura Hendrickson, Lauren Benefield, Ryan Lee, Star Glaze, Adrian Combes, Jennifer Marshall  
**Guest:** David Peterson, Justin Williams, Mann, Urrita, Nelson CPA's & Associates, LLP

### 1. PLEDGE OF ALLEGIANCE:

2. COMMENTS FROM THE PUBLIC: None

3. CORRECTIONS TO THE AGENDA OR CONSENT CALENDAR: **Melonie Guttry** reported there is a requested change to Consent Agenda Item 4c – Tahoe Keys Pump Station Replacement Project, changing the Change Order amount by \$90 to the District's benefit and is reflected as so throughout the document. If approved by the Board, the requested board action will read: 1) Approve Change Order No. 3 to T&S Construction in the credit amount of <\$19,512.07>; and 2) Authorize the General Manager to execute Change Order No. 3. There is also a request to take the Addendum Item 7g – Bayview Well Replacement Motor, as Item 7e.

### 4. ADOPTION OF CONSENT CALENDAR:

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

#### a. WATER LOSS REPORTING

(Chris Skelly, Information Technology Manager)

1) Approved the Proposal from Kiefer Consulting to develop water loss reports; and 2) authorized the General Manager to execute a Contract with Kiefer Consulting for the proposed Scope of Work in the amount of \$227,000.

**b. BIJOU 1 WATERLINE REPLACEMENT PROJECT**

(Laura Hendrickson, Associate Engineer)

Authorized the General Manager to execute Task Order No. 3 to Nichols Consulting Engineers for the Bijou 1 Waterline Replacement Project, in the amount of \$37,295.

**c. TAHOE KEYS PUMP STATION REPLACEMENT PROJECT**

(Brent Goligoski, Senior Engineer)

1) Approved Change Order No. 3 to T&S Construction in the amount of <\$19,512.07>; and 2) Authorized the General Manager to execute Change Order No. 3.

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

Received and filed Payment of Claims in the amount of \$2,425,090.74

**e. REGULAR BOARD MEETING MINUTES: December 5, 2024**

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

Approved December 5, 2024, Minutes

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

- 6. PRESENTATION:** **Justin Williams** presented a PowerPoint presentation outlining the 2024 Fiscal Year Financial Statement Audit and addressed questions from the Board. The audit is an unmodified opinion, which is a clean audit opinion, with no material weaknesses, significant deficiencies nor compliance exceptions. There is one audit adjustment and three immaterial adjustments, and three management letter comments. The Board congratulated staff on a great audit once again this year.

**7. ITEMS FOR BOARD ACTION:**

- a. Resolution to Submit Application for Return Activated Sludge Pump Station Replacement Project Loan from the State Water Resources Control Board Clean Water State Revolving Fund (Donielle Morse, Grant Coordinator) – **Donielle Morse** provided details regarding the Resolutions to submit an application for the Return Activated Sludge Pump Station Replacement Project Loan from the State Water Resources Control Board Clean Water State Revolving Fund and addressed questions from the Board. **Julie Ryan** provided details regarding the project and **Director Haven** and **Vice President Romsos** provided details of the project tour during Operations Committee meeting on December 10, 2024. The Clean Water State Revolving Fund process is a competitive and lengthy process, which is why this application is due by December 31, 2024, for the following fiscal year's intended use. The application review of these loans take approximately two years to complete. The District is hoping to have a funding agreement by June 30, 2026, in order to go out to bid in the fall 2026.

**Moved Exline/Second Sheehan/Henderson Yes/Haven Yes/Romsos Yes/Sheehan Yes/Exline Yes** to adopt Resolution Nos. 3299-24, 3300-24 and 3301-24, to apply for the Return Activated Sludge Pump Station Replacement Project Clean Water State Revolving Fund loan.

- b. Resolution Confirming Water Capacity Charges and Sewer Connection Fees for Calendar Year 2025 (Ryan Lee, Customer Service Manager) – **Ryan Lee** provided details regarding the Resolution confirming water and sewer capacity charge fees for the calendar year 2025 and addressed questions from the Board.

**Moved Sheehan/Second Haven/Henderson Yes/Haven Yes/Romsos Yes/Sheehan Yes/Exline Yes** to adopt Resolution No. 3302-24, a Resolution by the Board of Directors of the South Tahoe Public Utility District confirming the water capacity charge and sewer connection fee rates for calendar year 2025.

- c. 2025 Pioneer Trail Waterline Project (Taylor Jaime, Staff Engineer II and Julie Ryan, Engineering Department Manager) – **Taylor Jaime** provided details regarding the 2025 Pioneer Trail Waterline Project and addressed questions from the Board. He further reported some corrections to the dates including advertising for bids starting on January 10, 2025, bid opening on February 25, 2025, and recommendation for award on March 6, 2025.

**Moved Romsos/Second Haven/Henderson Yes/Haven Yes/Romsos Yes/Sheehan Yes/Exline Yes** to authorize staff to advertise for construction bids for the 2025 Pioneer Trail Waterline Project.

- d. Al Tahoe/Bayview Well Backup Power and Rehabilitation Project (Mark Seelos, Water Resources Manager) – **Mark Seelos** and **Adrian Combes** provided details regarding the Al Tahoe/Bayview Well Backup and Rehabilitation Project and addressed questions from the Board.

**Moved Haven/Second Romsos/Henderson Yes/Haven Yes/Romsos Yes/Sheehan Yes/Exline Yes** to authorize staff to advertise for construction bids for the Al Tahoe/Bayview Well Backup Power and Al Tahoe Well Rehabilitation Project.

- e. Bayview Well Replacement Motor (Mark Seelos, Water Resources Manager) – **Mark Seelos** provided details regarding the Bayview Well Replacement Motor Project and addressed questions from the Board.

**Moved Haven/Second Romsos/Henderson Yes/Haven Yes/Romsos Yes/Sheehan Yes/Exline Yes** to authorize the General Manager to execute an amendment to Purchase Order No. 2025-447 with FlowServe to expedite the manufacturing and delivery of the Bayview Well Replacement Motor in an amount not to exceed \$58,536.

- f. Election of Board Officers (Melonie Guttry, Executive Services Manager/Board Clerk) – **Melonie Guttry** announced that in accordance with Board Policy 2050-1, it is time to elect a Board President for the 2025 calendar year.

**Moved Sheehan/Second Haven/Henderson Yes/Haven Yes/Romsos Yes/Sheehan Yes/Exline Yes** to elect **Shane Romsos** as Board President for 2025 Calendar Year.

- g. Election of Board Officers (Melonie Guttry, Executive Services Manager/Board Clerk) – **Melonie Guttry** announced that in accordance with Board Policy 2050-1, it is time to elect a Board Vice President for the 2025 calendar year.

**Moved Romsos/Second Sheehan/Henderson Yes/Haven Yes/Romsos Yes/Sheehan Yes/Exline Yes** to elect **Nick Haven** as Board Vice President for 2025 Calendar Year.

## **8. STANDING AND AD-HOC COMMITTEES AND LIAISON REPORTS:**

**Director Haven** and **President Romsos** provided an update regarding the Operations Committee meeting which took place on December 10, 2024.

**9. BOARD MEMBER REPORTS:**

**President Romsos** will be sending out a letter regarding committee assignments in preparation for the January 16, 2025, Board Meeting.

**10. STAFF/ATTORNEY REPORTS:**

**Julie Ryan** provided an update regarding the Recycled Water Strategic Plan including that the comment period has now ended. The District received two comments, one from the Washoe Tribe with a request for more time, which was granted. District staff reached out to the Tribe and never heard back, but will continue to reach out to them. The Strategic Plan is now done and will be used in the future when something faces the District that requires a change in practices.

**Melonie Guttry** announced that the January 2, 2025, Board Meeting will be cancelled and Board photos will be updated just prior to the January 16, 2025, Board Meeting. Please plan to arrive 15 minutes early for this meeting for photos.

**11. GENERAL MANAGER REPORT:**

**Paul Hughes** reported that there is no need to hold Closed Session today.

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

**ADJOURNMENT:** 3:21 p.m.

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Shane Romsos, Board President  
South Tahoe Public Utility District

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