

**REGULAR MEETING MINUTES
JANUARY 20, 2016**

In accordance with District Code Section 2.08.010, the TDPUD minutes are action only minutes. All Board meetings are recorded on a digital format which is preserved in perpetuity and made available for listening to any interested party upon their request.

1. CALL TO ORDER

The meeting of the Board of Directors of the Truckee Donner Public Utility District was called to order at 6:00 P.M. in the TDPUD Board room by President Aguera.

2. ROLL CALL Directors: Bob Ellis, Paul Warmerdam, Tony Laliotis, Jeff Bender and President Joe Aguera.

EMPLOYEES PRESENT Michael Holley, Regina Wise, Ian Fitzgerald, Kathy Neus, Steven Poncelet, Jeremy Popov, Brian Wright, Sanna Schlosser, Trisha Ruby, Trey Griffin and Sara Owens.

CONSULTANTS PRESENT – Steve Gross.

OTHERS PRESENT – Steve Randal, Truckee Donner Recreation and Park District; Kevin Murphy, Truckee Donner Recreation and Park District; and Pat Davidson, Contractors Association of Truckee Tahoe.

3. PLEDGE OF ALLEGIANCE

Director Ellis led the Pledge of Allegiance.

4. CHANGES TO THE AGENDA

Move Item 15 after Item 19 in the agenda order.

5. PUBLIC INPUT

President Aguera called for public comment, there were none.

6. DIRECTOR UPDATE – none.

CONSENT CALENDAR

7. Consideration of Payment to the Town of Truckee for Water Infrastructure Associated with the 2014 Paving and Drainage Project. (Minute Order 2016-01)

- Authorize the General Manager to remit payment to the Town of Truckee for the invoiced amount of \$15,500, for work completed in association with the 2014 Paving and Drainage Project, CIP 60-14-02.

8. Consideration of Awarding a Contract for Prosser Village Well Maintenance 2016 Project. (Minute Order 2016-02)

- Award a contract for the Prosser Village Well Maintenance 2016 project to Carson Pump, LLC, for the amount of \$27,100, and approve a \$15,000 change order allowance for additional maintenance items negotiated by the General Manager, for a total project amount not to exceed \$42,100, and authorize the General Manager to execute the contract.

9. Consideration of Resolution 2016-01 Accepting Final Completion for the Electric Vehicle Charging Station. (Minute Order 2016-03)
 - Adopt Resolution 2016-01 accepting the Electric Vehicle Charging Station Installation project as complete and authorize the filing of a Notice of Completion.
10. Consideration of Awarding an Amendment to the Janitorial Contract for the District Headquarters Building. (Minute Order 2016-04)
 - Approve and authorize the General Manager to execute the amendment to the contract for janitorial service to D.M. Cleaning Service in the amount of \$3,600 per year allowing for a total annual amount not to exceed \$66,600.
11. Consideration of Resolution 2016-02, Accepting Final Completion for the Donner Lake Substation Rebuild Project. (Minute Order 2016-05)
 - Adopt Resolution 2016-02 accepting the Donner Lake Substation Rebuild - 2015 Project as complete and authorize the filing of the Notice of Completion.
12. Consideration of Entering into a Service Contract with ACTS for Fiber Splicing and Repair. (Minute Order 2016-06)
 - Authorize the General Manager to execute a professional services contract with ACTS for communication services and repair in an amount not to exceed \$50,000 in a contract form acceptable by District Counsel.
13. Consideration of Awarding a Contract for Purchase of Networking Equipment. (Minute Order 2016-07)
 - Approve the purchase of Network Equipment including ancillary equipment in an amount of \$139,728.65 plus a 10% change order contingency of \$13,972.86 for a total amount not to exceed \$153,701.51.
14. Consideration of a Contract with Sierra Office Solutions. (Minute Order 2016-08)
 - Award the contract for Sierra Office Solutions in an amount of \$67,131.60 in a form acceptable by District Counsel.

President Aguera called for public comment, there were none.

Director Laliotis moved, and Director Ellis seconded, that the Board approve the consent calendar. The motion passed unanimously (5-0), by a roll call vote.

ACTION

16. Consideration of Special Conservation Rebates and Projects.(Minute Order 2016-09)
 - Approve the five special conservation rebates and projects for a total amount not to exceed \$212,100 and authorize the General Manager to execute the payments.

Trisha Ruby provided a presentation which is available upon request.

District Counsel Gross recused himself due to his professional relationship with the Truckee Donner Recreation and Park District.

President Aguera called for public comment.

Kevin Murphy, Truckee Donner Recreation Park District Board Member thanked the Board Members and General Manager, Michael Holley for the collaboration, partnership, and support with the project.

President Aguera closed public comment.

Director Comments:

- Staff does not expect any shortfalls in budgetary items as it relates to other projects.
- Expressed support for the aquatic center.

Director Bender moved, and Director Ellis seconded, that the Board approve the staff's recommendation. The motion passed unanimously (5-0), by a roll call vote.

17. Direct Staff to Implement Final Year End and Solar Program Protocols for SB-1.

- It is recommended that the Board authorize the following protocols for the final year end of the District's solar program. All applicants shall be required to sign, date and submit a form acknowledging the following protocols:
 - June 1, 2016 - Applicants must have a Building Permit for solar issued by the Town of Truckee.
 - August 31, 2016 - Solar must be installed and finalized by the Town of Truckee Building Department. If not the applicant(s) are removed from the list and the next in line is moved up.
 - October 31, 2016 - Those moved up the list and the solar must be installed and finalized by the Town of Truckee. If not the applicant(s) are removed from the list and the next in line is moved up.
 - December 31, 2016 - Applicants the solar must be installed and finalized by the Town of Truckee.

Kathy Neus provided a presentation which is available upon request.

President Aguera called for public comment, there were none.

Director Laliotis moved, and Director Bender seconded, that the Board approve the staff's recommendation. The motion passed unanimously (5-0), by a roll call vote.

18. Consideration of:

- a) Approve Resolution 2016-03 adopting amendments to the District Code.
- b) Approve Resolution 2016-04 adopting amendments to the District Code.
- c) Approve Ordinance No. 2016-01 adopting amendments to the Electric Connection and Fee Schedule and Miscellaneous Fee Schedule.

Kathy Neus provided a presentation which is available upon request.

President Aguera called for public comment.

Pat Davison, Executive Director, Contractors Association of Truckee Tahoe:

- Provided support for the Customer Appeal Process.
- Stated the wording was noteworthy and will be used as a template for other jurisdictions.
- Stated kudos to Deputy District Clerk Kuhlemier for her professionalism and attention to detail and effort in writing the policy.
- Appreciated the annual meeting with 2015 President Ellis and General Manager Holley. Stated the open dialogue and discussion was both helpful and productive.

- Grateful to the District for the willingness of change.
- This process showed a great deal of transparency with the District.

President Aguera closed public comment.

Director Comments:

- Discussion on illegal hook-ups. The fee is actual costs not a fine.
- The water hook-up would also need to be paid.

District Counsel Gross provided input. Fees should try and balance cost of service. Some cases being more and some less. This case is a very good estimate of cost of service. The District could charge a penalty but that is not the case in this fee.

District Counsel Gross suggested a change to Title3, page 12, section 3.08060.1 to reference 10290, 10298, 12100 & 12125. This update is for the District to use purchasing procurement with the State and other agencies.

Director Ellis moved, and Director Bender seconded, that the Board approve the staff's recommendation with the amendment that District Counsel made. The motion passed unanimously (5-0), by a roll call vote.

19. Consideration of Awarding a Contract for Video Security Services. (Minute Order 2016-10)

- Authorize a purchase order to Ojo Technology for security equipment and services for \$270,470 plus a 10% change order allowance of \$27,048 for an amount not to exceed \$297,525 plus tax.

Ian Fitzgerald provided a presentation which is available upon request.

President Aguera called for public comment, there were none.

Director Comments:

- Original budget was \$250,000.00.
- There will be an additional 69 cameras, the District has 16 currently.
- There will be over 230 cameras when the project is complete.
- Protects the District's infrastructure.
- The storage upgrade for the IT side has been completed in 2015.
- The vender has been in business for 35 years.
- Right now the system records 24/7 and we keep up to seven days.
- No new staff will be required for this project.
- Should the District move to 24 hour monitoring; we would use a third party vendor?

Director Laliotis moved, and Director Ellis seconded, that the Board approve the staff's recommendation. The motion passed unanimously (5-0), by a roll call vote.

SPECIAL BUSINESS

15. Presentation Commending Service for Outgoing President Ellis.

Steven Poncelet provided a presentation which is available upon request.

President Aguera called for public comment, there were none.

Director Ellis provided outgoing comments.

Each Director thanked Director Ellis for his service.

ROUTINE BUSINESS

President Aguera called for public comment, there were none.

20. Treasurers Report: December 31, 2015.

a) Approval of the Treasurers report of fund balances as of November 30, 2015. Director Bender moved, and Director Laliotis seconded, that the Board approve the Treasurer’s report. The motion passes unanimously (5-0).

b) Approval of disbursements for December 2015. President Aguera moved, and Director Bender seconded, that the Board approve the disbursements. The motion passed unanimously (5-0).

21. Approval of Minutes for December 9, 2015. Director Laliotis moved, and Director Ellis seconded, that the Board approve the minutes. The motion passes unanimously (5-0).

CLOSED SESSION – 7:03 p.m.

22. Closed Session Pursuant to Government Code Section 54956.9(d)(2), Exposure to Litigation, one case - No reportable action.

ADJOURNMENT - 7:37 p.m.

There being no further business before the Board, the meeting was adjourned at 7:35 p.m. to the next scheduled meeting of the Truckee Donner Public Utility District on February 17, 2016 at 6:00 P.M.

TRUCKEE DONNER PUBLIC UTILITY DISTRICT

Joseph Aguera, President

Prepared by _____
Shanna D. Kuhlemier, CMC, Deputy District Clerk