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**TWSA BOARD MEETING PACKET for 3/6/2024**

**Refer to RED page numbers in the TOP left corner.**

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**TWSA Board Meeting - Q1 2024**  
**Wed, Mar 6, 2024 1:00 PM - 4:00 PM (PST)**

Please join meeting from your computer, tablet or smartphone.

<https://meet.goto.com/786845925>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States (Toll Free): 1 877 309 2073

- One-touch: <tel:+18773092073,,786845925#>

United States: +1 (646) 749-3129

- One-touch: <tel:+16467493129,,786845925#>

Access Code: 786-845-925

**AGENDA**

- A. Introductions:** New members or guests
- B. Public Comment:** Conducted in accordance with Nevada Revised Statute (NRS) Chapter 214.020 and limited to a maximum of 3 minutes in duration.
- C. Presentations:**
  - 1. Microplastics Intake Sampling Proposal – Katie Sneft, UC Davis, TERC
- D. Approval of Agenda** March 6, 2023 TWSA Board Meeting
- E. Approval of Minutes** December 6, 2023 TWSA Board Meeting
- F. Reports**
  - a. Staff Reports
    - Events
    - DRINK TAHOE TAP® / Drink Truckee Tap update
    - Annual Report
  - b. Budget - see enclosed information for current expense details.  
Open Gov. link for budget and expenses: <https://shorturl.at/DFPW3>
  - c. TWSA Chair Report
- G. General Business** (verbal updates/discussion/for possible action):
  - a. Microplastics Intake Sampling Proposal
  - b. 2024-2025 Proposed Budget
  - c. TKPOA Control Methods Test general update
  - d. Tahoe Water / Fire general update
- H. Purveyor Updates**
- I. Public Comment**
- J. Adjournment**

**TWSA Board Meetings**

First Wednesdays, quarterly, held from 1 to 4 PM; virtual until further notice.

**2024 dates: March 6 / June 5 / Sept. 4 / Dec. 4**

**TWSA Board of Directors**

Suzi Gibbons (Chair)

Brandon Garden

Tom White; Richard Robilliard (alt.)

Patrick McKay; Mike McKee (alt.)

Cameron McKay

Kate Nelson

Mitch Dion (vice-chair)

Nakia Foskett

Kim Boyd; Tony Laliotis (alt.)

Shelly Thomsen (non-voting)

North Tahoe Public Utility District

Round Hill General Improvement District

Douglas County Systems

Edgewood Water Company

Glenbrook Water Cooperative

Incline Village General Improvement District

Kingsbury General Improvement District

Lakeside Park Association

Tahoe City Public Utility District

South Tahoe Public Utility District

For more information, please contact: Madonna Dunbar, TWSA Executive Director  
1220 Sweetwater Road, Incline Village, Nevada 89451  
(775) 832-1212 office / (775) 354-5086 cell /email: mod@ivgid.org

Certification of posting of agenda = Online posting and email delivery of notice provided one week ahead of meeting.  
Public comment is allowed and the public is welcome to make their public comment either via e-mail (please send your comments to mod@ivgid.org by 5 p.m. on Tuesday, March 5 2024 via telephone (775-354-5086) on the day of the meeting.  
By, Madonna Dunbar, Executive Director, TWSA

Notes: Items on the agenda may be taken out of order; combined with other items; removed from the agenda; moved to the agenda of another meeting; moved to or from the Consent Calendar section; or may be voted on in a block. Items with a specific time designation will not be heard prior to the stated time, but may be heard later. Members of the public who are disabled and require special accommodations or assistance at the meeting are requested to call IVGID at 832-1212 at least 24 hours prior to the meeting.

TWSA agenda packets are available at the TWSA website [www.TahoeH2O.org](http://www.TahoeH2O.org) or the TWSA office at 1220 Sweetwater Road, Incline Village, Nevada 89451.

TWSA Board Meeting  
Wednesday, December 6, 2023 – 1:00 pm to 3:00 pm

Minutes

**A. Introductions**

Kate Nelson, Interim Director of IVGID Public Works  
Noah Shapiro, Tahoe Fund  
Shay Navarro, TRPA

**B. Public Comment**

No public comments were given.

**C. Presentations**

Take Care fire hydrant campaign – Noah Shapiro, Take Care Tahoe  
Private firefighting installations – Shay Navarro, TRPA

**Roll Call of Members in Attendance**

Suzi Gibbons (NTPUD), Cameron McKay (Glenbrook), Mitch Dion (KGID), Kate Nelson (IVGID), Kim Boyd (TCPUD), Tom White (Douglas County), Patrick McKay (Edgewood and LPA), Shelly Thomsen (STPUD).  
TWSA Staff in attendance: Madonna Dunbar, Sarah Vidra  
Guests: Reggie Lang (NDEP)

**D. Approval of Agenda** for the December 6, 2023 TWSA Board Meeting

Motion to approve the agenda with removal of TERC microplastic presentation made by Mitch Dion, second by Cameron McKay, all in favor; motion carried.

**E. Approval of Minutes** for the September 6, 2023 TWSA Board Meeting

Motion to approve the minutes from September 6, 2023, made by Patrick McKay, second by Mitch Dion, all in favor; motion carried

**F. Reports**

a. Staff Reports

Staff highlighted several activities from the quarter; a full activity report is available in the Board Packet.

- Science to Action panel on microplastic at the Tahoe Science Advisory Council conference
- New microplastic subcommittees that Staff are participating in:
  - CA state
  - Tahoe Basin
- A second round of municipal water sampling for microplastics is being planned with UC Davis in 2024.
- Collaboration with the City of South Lake Tahoe and the League to Save Lake Tahoe on the single-use water bottle ban that will be implemented on Earth Day 2024.
- The Water Fill Station Grant program is open, and there have been a handful of applicants. NTPUD and KGID have participated.
- Staff are focusing on the 2023 Watershed Control Program Annual Report.
- NZ mudsnails have been identified in Lake Tahoe. The snails do not adhere as aggressively as quagga or zebra mussels but still threaten the environment, requiring additional BMPs and equipment decontaminating.
- Sarah Vidra reached the 10-year milestone with the TWSA and Waste Not Team in September 2023.
- Staff have been operating the conservation programs shorthanded since October 1, and a new

team member will be joining on December 11.

- Staff continues to monitor the Spill Reporting Hotline and is following a bulletin about upper watershed SEZ fire impacts in the IVGID service area.

b. Current Budget

All dues have been paid.

TWSA account summary is provided in the board packet and available online with Open Gov. link for budget and expenses: <https://shorturl.at/DFPW3>

c. TWSA Chair Report

The chair shared with the board that the CA Division of Drinking Water has recommended that AWWA use the TWSA Watershed Control Program Annual Report and rolling update to the Watershed Sanitary Survey as a guidance document.

**G. General Business** (for possible action):

a. 2024 Board Meeting Dates

Motion to approve the 2024 TWSA meeting dates of March 6, June 5, September 4, and December 4 made by Cameron McKay, second by Kim Boyd, all in favor; motion carried.

b. TKPOA Control Methods Test

Verbal update was provided, no action was taken.

c. Tahoe Water for Fire Suppression Partnership.

The group has received applications for 2024 funding through the Lake Tahoe Restoration Act. The project-ranking meeting will be held in December 2023.

**H. Purveyor Updates**

IVGID – IVGID is in design for a looping waterline project near the Incline Hospital and is going to the board to approve the contract for finishing the remaining 5 miles of the effluent export pipeline. The District completed 5,500 linear feet in 2023, and 25,000 are left for 2024.

TCPUD – The District is doing a Design-Build project at Tahoe Cedars to complete the reconstruction of the system that serves 1,100 customers for an estimated cost of \$50 M. TCPUD will be applying for SRF funding, with construction being in 2025. The West Lake Tahoe Water Treatment Plant has had several delays and will be completed in the summer of 2024.

KGID – The District will be relocating in February 2024. KGID will be working on its pump station program for \$50K to redo the pump stations from the Lake to the top of the summit. The first project is about \$7 M.

The SRF funds with principal forgiveness for \$2.5 M to do a system renovation within the Ponderosa mobile home park, which will now have 80 homes on the KGID in the system. The water line replacement program will be bid in February; the program will include a waterline in the Tramway neighborhood. KGID is working on a stormwater master plan to refurbish the stormwater erosion control BMP projects.

Glenbrook – will not be working on projects in 2024.

Edgewood – Will not be working on projects in 2024.

Douglas County – The distribution improvements in the Cave Rock system were finished in October 2023.

Instrumentation and control upgrades will be performed within the ZWUD and Cave Rock treatment plants

throughout the winter.

STPUD – The District is working on its Prop 218 rate increase process for the next five years. The goal is to replace 1600 linear feet of waterline a year. 2024 will include lots of waterlines and tank rehabilitation projects. The District will hire a Director of Operations to replace the Assistant General Manager position. STPUD is complying with CA mandates, including the electric fleet conversation plan, completing reporting for water use efficiency standards requirements for indoor-outdoor water use, and working with the state on developing the seasonal population variance.

NTPUD – The District will file a notice of completion for the Carnelian Bay Watson Creek project and Kings Beach Grid project. The District is applying for a Bureau of Reclamation grant to upgrade water meters to cellular water meters. Phase one of the Brockway waterline project will take place in 2024. The District is also working on the Prop 218 rate increase program for the next five years.

NDEP – If unfiltered systems' turbidity exceeds 1 NTU, an additional microbial sample needs to be taken, which can coincide with routine raw water sampling.

**I. Public Comment**

No public comments were given.

**J. Adjournment**

Motion to adjourn was made by Mitch Dion, second by Patrick McKay, all in favor. The meeting adjourned at 2:40 pm.

## Staff Report Q 4 2023 & Q1 2024:

### New Projects:

#### **Microplastics:**

Staff developed a summary on Microplastics in Drinking Water PowerPoint for use as an invited panelist on the 2023 Science in Action Conference. The Microplastics In Freshwater Systems Session, held October 11-13, 2023 at Lake Tahoe Community College followed the theme of The Working Together to Build Resiliency at Lake Tahoe. The partnership between Tahoe scientists and resource managers was the subject of a three-day conference hosted by the Tahoe Science Advisory Council. Regional News outlets were highlighting microplastic abundance in the Lake Tahoe Watershed in advance of the 2023 Tahoe Summit.



Staff participated in microplastic subcommittee for the following organizations in October 2023: Tahoe Science Advisory Council and CA Water Quality Monitoring Council

Staff work collaboratively to prepare the 2023 Microplastic press release statement highlighting the Edgewood and Incline Village water intake's low microplastic abundance result of 0.044 particles/L. [https://www.yourtahoeplace.com/uploads/pdf-public-](https://www.yourtahoeplace.com/uploads/pdf-public-works/July_2023_Microplastics_in_Lake_Tahoe_(longer_press_release).pdf)

[works/July\\_2023\\_Microplastics\\_in\\_Lake\\_Tahoe\\_\(longer\\_press\\_release\).pdf](https://www.yourtahoeplace.com/uploads/pdf-public-works/July_2023_Microplastics_in_Lake_Tahoe_(longer_press_release).pdf)

**A 3<sup>rd</sup> version of the Microplastics Education Display (featured first at the Tahoe Environmental Research Center and second at the Sand Harbor Visitor Center) is now installed at the Tahoe City Visitor Center.**

The microplastics reduction education project highlights is detailed at Center in Incline Village, Nevada. <https://tahoe.ucdavis.edu/microplastics>

This project was a collaborative effort by researchers and regional educators. Extensive microplastics research has been conducted in marine research; however, the research of its impacts on freshwater ecosystems is limited.



Tahoe Water Suppliers Association worked with working with the Tahoe Environmental Research Center (TERC – UC Davis), Desert Research Institute (DRI), Clean Up the Lake (CUTL), the League to Save Lake Tahoe, Raley's stores, Sierra Watershed Education Partnerships (SWEPP) and others, to lead research and education efforts at Lake Tahoe in this emerging field. Several projects remain ongoing after the grant period.

<https://www.epa.gov/newsreleases/us-epa-awards-nearly-100000-address-microplastic-pollution-lake-tahoe>  
<https://www.trpa.org/wp-content/uploads/Researchers-studying-impact-of-microplastics.pdf>

- **The City of South Lake Tahoe has enacted a single-use water bottle ban to phase in over 2023-24; with full implementation pending for April 22, 2024.**

TWSA staff are providing a support role on implementation. <https://www.kolotv.com/2022/10/04/south-lake-tahoe-bans-single-use-plastic-water-bottles/> <https://www.tahodailytribune.com/news/south-lake-tahoe-bans-single-use-plastic-water-bottles/>

The Town of Truckee discussed a single use water bottle ban at their May 23, 2023 Truckee Town Council meeting. The Council directed ToT staff to return with draft ordinance language and to implement a “Drink Truckee Tap” education, outreach and refill station program. TWSA Staff provided comment supporting the expansion of refill options and offered resource support to town staff for the initiative.

**On January 23rd, 2024 - the Town of Truckee adopted the Single-Use Plastic Bottle and Paper Carton Ordinance. The ordinance prohibits the commercial sale and distribution of non-sparkling, unflavored water in single-use plastic containers and paper cartons under a gallon in size.** The ordinance will become effective April 22, 2025 (Earth Day). To read the staff report and ordinance, [click here](#).

For ordinances to be adopted, they must go to Council twice. The first time is to introduce the ordinance and the second time is to adopt it. At the [January 9, 2024, Town Council meeting](#), Town staff introduced the ordinance to ban the sale of single-use bottles and paper cartons. To view the recording and presentation of the introduction of the ordinance to Town Council and see the agenda, [please click here](#). The ordinance went to Council for a second time on January 23rd, 2024 and was adopted. Please view the [meeting agenda](#) for more information.

The ordinance is part of a series of single-use water bottle policy recommendations listed below that staff presented to, and were approved by, Town Council on May 23, 2023:





1. Develop a comprehensive outreach and incentive program to support a reduction in use of single-use bottles, promote a shift to reusable water bottles, and incentivize installation of additional refill stations in the community
2. Prohibit the sale and commercial distribution of water packaged in single-use plastic bottles or paper cartons less than one gallon in volume
3. Include exemptions for emergencies, social services, healthcare, and other situations that may impact health and safety
4. Report back to Council at least one year after the effective date of implementation of the ordinance and outreach campaign, including impacts on residents and businesses
5. Investigate options to expand the ordinance to include other beverages in single-use plastic packaging and provide recommendations to Council for future consideration.

To read the full May 23, 2023 staff report, [click here](#).

Truckee Filling Station Grant Program established modelled after TWSA Program.

In anticipation of the single-use water bottle ban, Truckee staff have developed a Water Bottle Filling Station Grant Program (approved by council Nov 14<sup>th</sup>, 2023). The goal is to ensure that water bottle filling stations are in place well before the adopted ban takes effect, and that the Truckee community is prepared for the transition.

#### **Drink Tahoe Tap, Programs:**

The TWSA board has expanded the current water bottle refill station incentive program to include larger individual grant amounts (up to \$2500 per unit) with a total funding allocation of \$30,000 approved at the 3/1/2023 TWSA Board meeting. Inquiries are robust but applications are lagging.

Grant Program Information is posted at: [https://www.yourtahoepace.com/uploads/pdf-ivgid/Water\\_Bottle\\_Filling\\_Station\\_Updated\\_amounts\\_TWSA\\_TF\\_GRANT\\_Program\\_-\\_whole\\_packet\\_UPDATED\\_for\\_2023-24\\_\(with\\_bitly\\_shortcut\).pdf](https://www.yourtahoepace.com/uploads/pdf-ivgid/Water_Bottle_Filling_Station_Updated_amounts_TWSA_TF_GRANT_Program_-_whole_packet_UPDATED_for_2023-24_(with_bitly_shortcut).pdf)

A Take Care funded billboard is featured along westbound Interstate 80 near Gold Ranch/Nevada and electronic billboards on the Basin entryways.

Expanded TWSA messaging on Drink Tahoe Tap and dog waste collection are being further developed in the Take Care partnership workgroup for use on the Take Care and TWSA outreach platforms.

**TWSA Watershed Control Program Annual Report:**

2023 report production was completed and distributed. This report fulfills the EPA filtration exemption permit requirements for an Annual Watershed Control Program (WCP) report. It was received in NDEP office on December 27, 2023, to comply with the requirements of Nevada Administrative Code (NAC) 445A.525 and 40 Code of Federal Register (CFR) §141.71 and §141.520. Bureau of Safe Drinking Water Project number WA-0007357-23A-RI

The TWSA Annual Report is posted at:

[https://www.yourtahoeplace.com/uploads/pdf-public-works/TWSA\\_AR\\_2023\\_-\\_narrative\\_data\\_only\\_for\\_web.pdf](https://www.yourtahoeplace.com/uploads/pdf-public-works/TWSA_AR_2023_-_narrative_data_only_for_web.pdf)

**Aquatic Invasive Species (AIS):**

On September 21, 2023 the TRPA announced the presence of the New Zealand mudsnail (*Potamopyrgus antipodarum*) discovery in the south shore of Lake Tahoe.

Image from TRPA social media, picture by MTS.

The following information was provide to the TWSA:

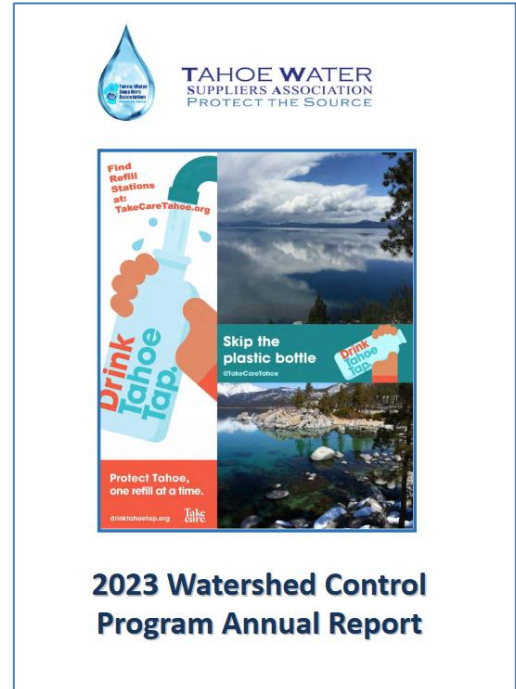
“While performing aquatic invasive plant site assessment surveys, divers with Marine Taxonomic Services (MTS) discovered an unknown snail species approximately 2,000 feet offshore, in a NE direction from the mouth of the Upper Truckee River. MTS collected specimens, and staff from Tahoe RCD and TRPA were notified immediately. Physical samples were sent to a California Department of Fish and Wildlife (CDFW) biologist, who positively

identified the snails as invasive New Zealand mudsnails. On September 15, this visual identification was followed with positive DNA identification.”

Staff reviewed the October 16, 2023 TKPOA summer 2023 CMT Implementation Special Report. The report required by the Aquatic Pesticide Application Plan to be submitted in October of each year of the CMT. Treatment and monitoring were still taking place in the field, and the report encompass preliminary data and observations from May 2023 to August 2023. A full report will be provided March 2024. Staff continues to monitor the progress of the TKPOA Control Methods Test (CMT). Staff reviewed the TKPOA Year ½ CMT reports, attended the TKPOA working group meetings in April and May, and monitored the Control Methods Test Public Webinar on 5/18/2023 and TRPA Advisory Committee presentation on 6/14/23. Staff is preparing summary for the TWSA Board. <https://tahoekeyseeds.org/>

**Lakewide Microplastics Research Partnerships:**

The most comprehensive characterization of microplastics in the Lake Tahoe Basin to date is occurring. Two TWSA Nevada members are participating with raw water samples for micro plastics analysis by TERC researchers. TWSA’s sponsored Manta Trawl been used in lake wide sampling for more than two years now. The draft report is available upon request.

**2023 Watershed Control Program Annual Report**

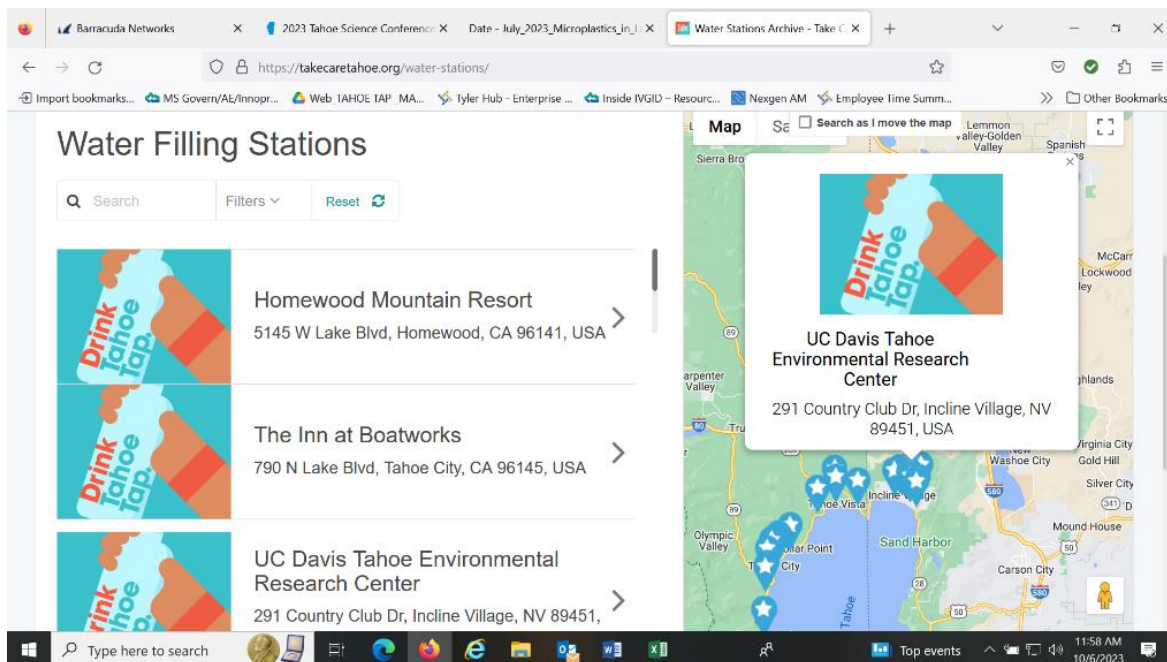
### IVGID Wetlands Micropastics Sampling

Staff facilitated a research project by Rachel Kozloski, a PhD Student/ Research Assistant in the Microplastics Laboratory, Division of Hydrologic Sciences at Desert Research Institute. She obtained water/sediment samples for a study on an established wastewater treatment wetland, to look at how microplastics are captured and retained by the wetland, and to look for any vertical movement of microplastics in wetland sediments.

### Raley's / Drink Tahoe Tap Collaboration

The TWSA has procured more Drink Tahoe Tap bottles from Raley's. The Raley's stores produced, funded and stocked custom 11,000 bottles for this campaign. Extensive details are provided in earlier Board reports.

In 2022, Raley's and Tahoe Fund collaborated with Pixlbank on a social media & photography crowd-source platform in 2022. <https://www.ilovetahoe.org/drink-tahoe-tap>



**Water Bottle Refill Stations: New Map Launched!** To make refilling easier for residents and visitors alike, the Tahoe Fund and Tahoe Water Suppliers Association have launched the Drink Tahoe Tap Water Refill Network, as an interactive map feature on the Take Care Tahoe website.

**The new web map is located at: <https://takecaretahoe.org/water-stations>.** It provides quick reference to locations for visitors and residents to fill up their refillable water bottles with award winning Tahoe Tap water.

Truckee locations are being integrated under a Drink Truckee Tap type campaign; calling out their unique high quality water sources, currently being developed.

**50 HOUR SERVICE LEARNING COMMUNITY PROJECT**

Rebecca Saucier; University of Nevada Reno at Lake Tahoe

Student Project Description:

2023 Update to the DRINK TAHOE TAP WATER REFILL NETWORK MAP. Sept. to Dec. 2023.

Partners: Take Care Tahoe / Tahoe Water Suppliers Association / IVGID Waste NOT/ UNR

The new web map is located at: <https://takecaretahoe.org/water-stations>.

It provides quick reference to locations for visitors and residents to fill up their refillable water bottles with Tahoe Tap. It provides quick reference to locations for visitors and residents to fill up their refillable water bottles with award winning Tahoe Tap water. The map was developed in 2023 for ease of use; without users having to deal with a 3<sup>rd</sup> party platform or associated advertising of the previous platforms.

The bulk of the student work will be to learn about Tahoe Tap and recruit more businesses/locations to the map.

- Working with IVGID and Take Care staff on revise flyers and press release
- Finalize google form process for businesses to submit sites to network  
<https://forms.gle/8579NQGwvnumMD3m7>
- Conduct recruitment of businesses to join the network in person
- Input data on registration forms submitted
- Final Report and presentation in December 2023

Mobile Water Stations:

15 units are in circulation; 4 new units were built spring 2023. Reservation requests were extremely robust for 2023.

In July 2023, ALL stations were deployed to multiple locations.

Administration (TWSA)

- Staff is providing ancillary support to regional partners on their bottled water bans.
- Staff monitors monthly TRPA Shorezone Project Review Committee Project Review meetings.
- DRINK TAHOE TAP®; and I DRINK TAHOE TAP® trademarks are valid to 2026.
- Staff is in discussion on a co-branding opportunity 2023-24 with Vail/ Heavenly/Kirkwood and BrandGeek, the TWSA trademark attorney.
- Staff attends the Nearshore Aquatic Weeds Working Group (NAAWG) monthly.
- Staff facilitated the most recent TWSA board meeting and follow-up on action items.
- We continue to collaborate with the Tahoe Environmental Research Center (TERC) and Sierra Watershed Education Partnership (SWEP) on regional student education efforts.
- Staff gave support to Science Expo (South Lake Tahoe) & Trout in the Classroom egg deliveries.
- DRINK TAHOE TAP® ads are running year-round: Tahoe.com print publication and website.

Administration / Events:

- Staff attends the Nearshore Aquatic Weeds Working Group (NAAWG) monthly.
- Staff facilitated the most recent TWSA board meeting and follow-up on action items.
- We continue to collaborate with the Tahoe Environmental Research Center (TERC) and Sierra Watershed Education Partnership (SWEP) on student education efforts.
- DRINK TAHOE TAP® ads are running year-round: Tahoe.com print publication and website.

**Outreach****Water Quality Monitoring**

The Nevada Division of Environmental Protection, Standards, Assessment and Monitoring Branch, Bureau of Water Quality Planning, requested Waste Not water quality-monitoring data from October 1, 2017-September 30, 2022. Staff processed and submitted the RFI, that including a footnote: Data was not collected from 3/2020 to 10/2020 due to COVID-19 impacts.

**Professional Development/Other:**

Sarah Vidra reached the 10-year milestone with the Waste Not & TWSA team.

The team had been operating without the Public Works Technician, effective August 2023; but was fully staffed mid-December 2023.

Staff has been HazWoper re-certified January 2024.

Staff are AWWA Water Efficiency level 1 recertified.

**Incline Village General Improvement Dist**



**YEAR-TO-DATE BUDGET REPORT**

FOR 2024 06

	ORIGINAL APPROP	REVISED BUDGET	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>200 Utility Fund</b>							
<b>20002899 Utilities TWSA Administration</b>							
<b>28 TWSA</b>							
4417 Service & User Fees	-159,600	-159,600	-160,067.00	.00	.00	467.00	100.3%
5010 Salary	69,152	69,152	19,238.94	4,499.36	.00	49,913.06	27.8%
5012 Hourly	0	0	14,094.55	3,396.45	.00	-14,094.55	100.0%
5013 Other Earnings	0	0	714.26	242.87	.00	-714.26	100.0%
5014 Overtime	0	0	199.98	5.69	.00	-199.98	100.0%
5020 Other Earnings	882	882	1,420.23	.00	.00	-538.23	161.0%
5050 Taxes	5,569	5,569	2,701.14	620.50	.00	2,867.86	48.5%
5100 Retirement Fringe Ben	12,111	12,111	6,170.51	1,408.97	.00	5,940.49	50.9%
5200 Medical Fringe Ben	13,762	13,762	5,588.40	931.40	.00	8,173.29	40.6%
5250 Dental Fringe Ben	1,077	1,077	445.92	74.32	.00	631.32	41.4%
5300 Vision Fringe Ben	116	116	48.48	8.08	.00	67.26	41.9%
5400 Life Ins Fringe Ben	133	133	140.28	23.38	.00	-7.28	105.5%
5500 Disability Fringe Ben	349	349	17.10	2.85	.00	331.90	4.9%
5600 Unemployment Fringe Ben	1,097	1,097	545.75	124.62	.00	551.25	49.7%
5700 Work Comp Fringe Ben	1,748	1,748	2,557.92	614.07	.00	-809.92	146.3%
7010 Advertising - Paid	12,500	12,500	1,614.44	.00	.00	10,885.56	12.9%
7415 Operating	34,300	34,300	17,654.17	2,687.17	325.00	16,320.83	52.4%
7470 Printing & Publishing	10,500	10,500	253.56	.00	.00	10,246.44	2.4%
7685 Travel & Conferences	2,300	2,300	184.02	.00	.00	2,115.98	8.0%
7840 Telephone	200	200	48.00	.00	.00	152.00	24.0%
7980 Central Services Allocation C	12,583	12,583	.00	.00	.00	12,583.00	.0%
TOTAL TWSA	18,779	18,779	-86,429.35	14,639.73	325.00	104,883.02	-458.5%
TOTAL Utilities TWSA Administrati	18,779	18,779	-86,429.35	14,639.73	325.00	104,883.02	-458.5%
TOTAL Utility Fund	18,779	18,779	-86,429.35	14,639.73	325.00	104,883.02	-458.5%
TOTAL REVENUES	-159,600	-159,600	-160,067.00	.00	.00	467.00	
TOTAL EXPENSES	178,379	178,379	73,637.65	14,639.73	325.00	104,416.02	
GRAND TOTAL	18,779	18,779	-86,429.35	14,639.73	325.00	104,883.02	-458.5%

\*\* END OF REPORT - Generated by CYNTHIA BLAIR \*\*

TWSA Reserve (unadjusted) 2/14/2024 : \$167,400.19

Incline Village General Improvement Dist



YEAR-TO-DATE BUDGET REPORT

REPORT OPTIONS

	Field #	Total	Page Break	
Sequence 1	1	Y	N	Year/Period: 2024/ 6
Sequence 2	9	Y	Y	Print revenue as credit: Y
Sequence 3	3	Y	N	Print totals only: Y
Sequence 4	11	Y	N	Suppress zero bal accts: Y
				Print full GL account: N
				Double space: N
				Roll projects to object: N

Report title:  
YEAR-TO-DATE BUDGET REPORT

Print Full or Short description: F  
Print MTD Version: Y  
Print Revenues-Version headings: N  
Format type: 1  
Print revenue budgets as zero: N  
Include Fund Balance: N  
Include requisition amount: N  
Multiyear view: D

Carry forward code: 1  
Print journal detail: N  
From Yr/Per: 2023/ 1  
To Yr/Per: 2023/ 8  
Include budget entries: Y  
Incl encumb/liq entries: Y  
Sort by JE # or PO #: J  
Detail format option: 1

Find Criteria

Field Name	Field Value
Org	20002899
Object	
Project	
Rollup code	
Account type	R E
Account status	

**2024-25 TWSA BUDGET WORKSHEET** (200.28.990)

	<b>Proposed 2024-25</b>	Approved 2023-24	Approved 2022-23	Actual 22-23
<b>Paid Advertising</b>				
ADS: TV/Radio/Print	\$ 6,000	\$ 6,000	\$ 6,000	
Tahoe In Depth Sponsorship (\$500 x 3)	\$ 1,500	\$ 1,500	\$ 1,500	
Earth Day events (North and South Shore) sponsorships (\$500 each)	\$ 1,000	\$ 1,000	\$ 1,000	
Regional event sponsorships		\$ 1,500	\$ 1,500	
State of the Lake Report sponsorship	\$ 2,500	\$ 2,500	\$ 2,500	
<b>Total:</b>	<b>\$ 11,000</b>	<b>\$ 12,500</b>	<b>\$ 12,500</b>	
<b>Office Supplies</b>				
Monthly Xerox machine costs, Board materials, brochures, in-house printing	\$ 2,000	\$ 1,600	\$ 1,600	
<b>Total:</b>	<b>\$ 2,000</b>	<b>\$ 1,600</b>	<b>\$ 1,600</b>	
<b>Operating General</b>				
TWSA logo trademarked clothing	\$ -	\$ 1,000	\$ 1,000	
TWSA Water Bottles	\$ 15,000	\$ 20,000	\$ 30,000	
Board meeting hospitality (lunches)				
Monitoring Supplies		\$ 600	\$ 600	
Snapshot Day	\$ 600	\$ 600	\$ 600	
	existing budget			
Water Fill Station Rebate Program		rollover /reserve	existing budget /reserve	existing budget /reserve
Citizen Science / Tahoe Tap App	\$ -	\$ 5,000	\$ 5,000	
Dog Waste Campaign (bags, small dispensers)	\$ 4,000	\$ 4,000	\$ 4,000	
misc event supplies	\$ -	\$ 1,000	\$ 1,000	
<b>Total:</b>	<b>\$ 19,600</b>	<b>\$ 32,200</b>	<b>\$ 42,200</b>	
<b>Printing / Publishing</b>				
'Drink Tahoe Tap' stickers	\$ 6,000	\$ 6,000	\$ 6,000	
Postage	\$ 200	\$ 200	\$ 200	
Annual Report Printing (outsourced)	\$ 3,300	\$ 3,300	\$ 3,300	
Watershed Protection signs	\$ 1,000	\$ 1,000	\$ 1,000	
<b>Total:</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>	
<b>Professional Services</b>				
Professional Services (WQTS estimate for technical reviews)				
Reserve fund				
<b>Total:</b>				
<b>Training/Education/Meetings</b>				
Annual Mileage - personal vehicles	\$ 1,000	\$ 1,000	\$ 1,000	
Phone	\$ 1,000	\$ 1,000	\$ 500	
Trainings/Professional Memberships	\$ 1,000	\$ 1,000	\$ 800	
Conference Call service for meetings	\$ 1,000	\$ 1,000	\$ 500	
<b>Total:</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ 2,800</b>	
<b>Grand Total Operating:</b>	<b>\$ 47,100</b>	<b>\$ 60,800</b>	<b>\$ 69,600</b>	
<b>Total Budgeted Salary and Benefits</b>	<b>\$ 123,000</b>	<b>\$ 100,000</b>	<b>\$ 90,000</b>	
1350 combined hours, annual (.3 FTE MOD&SGV)	\$ 110,000	\$ 100,000	\$ 90,000	
IVGID Central Service costs	\$ 13,000	previously absorbed	previously absorbed	
<b>Total Annual Budget (Operating &amp; Salaries)</b>	<b>\$ 170,100</b>	<b>\$ 160,800</b>	<b>\$ 159,600</b>	
<b>STPUD Fee</b> (\$3000 flat fee associate membership)	\$ 3,000	3,000	was added in afterward	
<b>Members Cost share TOTAL</b>	<b>\$ 167,100</b>	<b>\$ 157,800</b>	<b>159,600</b>	

REFERENCE (as of 2 14 2024):  
TWSA Total Reserve (deferred revenue 200.00.000.2805) = \$167,400.19

Shared Costs are 25% staff/75% operating  
Dependent Costs are 75% staff/25% operating

Associate Membership Dues were established at June 1 , 2022 meeting

**LABOR ESTIMATE**

	FTE . 3 each 1350 hours	MOD 664	SGV 686
fully burdened rate \$		92.00	75.00
totals \$		61,088	\$ 51,450
combined total			\$ 112,538
BILLING OUT			\$ 110,000



		<b>TOTAL TO</b>
Shared	\$65,325	<b>SHARE</b>
Depend	\$101,775	<b>\$167,100</b>

**2024-25 TWSA Cost Share (PROPOSED)** based on 3 year average / production daily flow

200.28.990	Shared Costs	Dependent Costs	Avg Daily Flow gpd	Member cost share - FINAL	% of Total	Shared Cost	Depend Cost	Flow Ratio	Member cost share - previous year
Incline Village General Improvement District	9.10%	37.45%	2,866,000	\$ 44,061	26.37%	\$5,945	\$ 38,116	0.375	\$ 38,908
Kingsbury General Improvement District	9.09%	9.51%	728,099	\$ 15,621	9.35%	\$5,938	\$ 9,683	0.095	\$ 15,210
Round Hill General Improvement District	9.09%	2.94%	224,914	\$ 8,929	5.34%	\$5,938	\$ 2,991	0.029	\$ 8,470
Edgewood Water Company	9.09%	7.56%	578,326	\$ 13,629	8.16%	\$5,938	\$ 7,691	0.076	\$ 12,907
Zephyr Water Utility	9.09%	2.53%	193,709	\$ 8,514	5.10%	\$5,938	\$ 2,576	0.025	\$ 8,461
Glenbrook Water Company	9.09%	3.37%	258,134	\$ 9,371	5.61%	\$5,938	\$ 3,433	0.034	\$ 9,286
Tahoe City Public Utility District	9.09%	17.15%	1,312,667	\$ 23,396	14.00%	\$5,938	\$ 17,458	0.172	\$ 21,218
Skyland	9.09%	2.63%	201,312	\$ 8,615	5.16%	\$5,938	\$ 2,677	0.026	\$ 8,212
Cave Rock	9.09%	2.63%	201,311	\$ 8,615	5.16%	\$5,938	\$ 2,677	0.026	\$ 8,213
Lakeside Park Association	9.09%	1.5%	118,343	\$ 7,512	4.50%	\$5,938	\$ 1,574	0.015	\$ 7,414
North Tahoe Public Utility District	9.09%	12.67%	969,732	\$ 18,835	11.27%	\$5,938	\$ 12,897	0.127	\$ 18,301
<b>Total to split</b>	100.00%	100.00%	7,652,547	\$ 167,100	100.00%	\$65,325	\$ 101,775	1	

IVGID share      \$      44,061

other member  
shares            \$      123,039

full membership  
fees                \$      167,100

STPUD associate      \$3,000  
\$      170,100

**TWSA Program Expenses**

Cat	Description	Budget
<b>Staff Total</b>		\$ 120,000
<b>Op Exp Total</b>		\$ 47,100
<b>Grand Total Budget</b>		\$ 167,100
		\$ 167,100
	<b>Shared Costs (25% staff 75% operating)</b>	\$ 65,325
	<b>Dependent Costs (75% staff 25% operating)</b>	\$ 101,775

23-24 adjusted labor (\$123,0000)  
\$3000 reduced entry by STPUD fee

167,100

**From:** [Noah Shapiro](#)  
**To:** [Erin Brewster](#)  
**Cc:** [BRONTOSAURUS !](#); [Madonna Dunbar](#); [Melanie Conti](#); [Carmen Lopez](#)  
**Subject:** Re: Truckee tap water campaign  
**Date:** Thursday, February 8, 2024 12:24:41 PM  
**Attachments:** [image001.png](#)

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CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hi Erin,

Thanks for sending this over, and thanks so much for all the work that went into it! I really love the background information and the initial concept ideas. Please let me know what else we can do on the Take Care side to support you all.

Nate - let me know if you want to connect to discuss the feasibility of this project and how we can get it done.

Best,  
Noah

On Thu, Feb 8, 2024 at 11:45 AM Erin Brewster <[ebrewster@townoftruckee.com](mailto:ebrewster@townoftruckee.com)> wrote:

Hi Noah and Nate,

Here's a draft Scope of Work for the Truckee tap water campaign, which includes some information about our water source and our goals/concerns with the campaign. We've been working with our local water supplier, Truckee Donner Public Utility District (TDPUD), to compile this information and discuss our campaign goals.

Nate – we would love to have you put together a revised scope of work based on the attached and provide a price quote, and hopefully we can move forward with developing this campaign. The Town of Truckee will be paying for the campaign development, but TDPUD will be a key partner in the campaign and we anticipate involving them in the campaign development.

We are hoping to launch this campaign this Earth Day (April 22), so let us know if that sounds reasonable. Let me know if you have any questions or need any additional information. Happy to have a call about it if that's easier, too.

Thanks!

Erin Brewster (*she/her*)

Sustainability Program Manager

Town of Truckee

(530) 582-7903



--

Noah Shapiro

Program & Outreach Coordinator

[www.TahoeFund.org](http://www.TahoeFund.org)

Mobile: 503.810.3724

PO Box 7124

Tahoe City, CA 96145



## **Scope of Work**

The goal is to create a brand identity for a Truckee-based campaign to promote Truckee's high-quality tap water and encourage use of reusable/refillable water bottles instead of single-use. The inspiration for this campaign is the successful "Drink Tahoe Tap" campaign in the Tahoe basin, which provides unified regional messaging for both visitors and residents. Truckee's water does not come from Lake Tahoe, so the Town of Truckee and its local partners are interested in creating a similarly powerful campaign that motivates residents and visitors to choose "Truckee Tap" water over single-use bottles while educating them about what makes Truckee's high-quality groundwater so unique.

### **Task 1: Develop Brand Identity**

- Create an overall "Brand Identity" for this campaign, including at least two suggestions for the campaign name ("Drink Truckee Tap" plus at least one alternative)
- Create at least 2-5 supporting "taglines" for use in campaign collateral/messaging
- Identify primary graphic elements and color palette that can be used for a variety of campaign collateral

### **Task 2: Develop Campaign Collateral**

- Once the brand identity is developed, create digital files for the following uses:
  - Logo (simple style, small format for use on other documents/ water station map thumbnails)
  - Social Media Graphics – at least 2-5 different graphical campaign images with the brand name and a tagline in the general style of "Drink Tahoe Tap"/ "Take Care"
  - Graphic for use as a sticker/window Cling for refill station locations (Small "Fill here" type of messaging on front door/window of business)
  - Signage for refill station locations (larger format, to be included next to indoor refill stations)

**Timeline:** The Town intends to launch this campaign on Earth Day (April 22) 2024, one year before the Town's single-use plastic water bottle ban takes effect.

## **Background Information/Campaign Goals**

**Description of our water source:** Truckee Donner PUD's water comes from underground aquifers and is naturally filtered by the alpine mountain system that surrounds us. Truckee water is a renewable resource that we have shared with generations past and will continue to share with generations to come. Truckee's high-quality water is cold, clean and delicious.

### **The story of our water/what sets us apart:**

- **Underground:** Our water comes from hundreds of feet under the ground, in the Martis Valley Groundwater Basin. Our water can be 1,000+ years old!
- **Drought-Resistant & Renewable:** TDPUD's groundwater resources are very different than surface water resources. Their levels don't go through the same drastic swings in low precipitation years that surface water does. They also recharge, or refill, very quickly once precipitation hits. Groundwater in the Martis Valley is a renewable resource that will

exist for generations to come. Note: Many groundwater basins are not being managed sustainably, so this can't be generalized broadly, only about TDPUD and Martis Valley.

- **Cost:** Truckee's tap water costs a fraction of a penny per gallon (\$0.00108). It's much more affordable than bottled water.
- **Minerality:** Our water contains healthy, naturally-occurring minerals.
- **Steeped in Truckee History:** Groundwater has sustained Truckee in the past, present and will continue in the future. TDPUD's first water source was McGlashan Spring, a bubbling artesian well that naturally brings underground water above ground. Our water source evolved from artesian spring to underground wells, which we've been pulling from for more than 50 years. We never needed bottled water before and we don't need it now.
- **Water Quality:** Truckee's achieves exceptional standards for its water. Our water is monitored and regulated by the state water board, and in our most recent consumer confidence report we had no reportables, meaning there were no contaminants that we had to report.

#### Goals of this campaign:

- Encourage residents & visitors to drink TDPUD Truckee tap water rather than purchasing single-use bottled water by:
  - Differentiating between Truckee's (TDPUD's) groundwater source and local surface water sources (Lake Tahoe/Truckee River/Donner Lake)
  - Promoting the high-quality of our tap water, including natural-filtration, minerality, no treatment other than minor disinfection, cold temperature, superior taste, etc.
  - Promoting the environmental benefits of tap water/reusable bottles
  - Promoting the financial benefits of tap water/reusable bottles
  - Promoting the renewable aspects of a groundwater source
  - Promoting the social aspect of drinking tap (it's the way of life in Truckee, reusable water bottles are cool/the norm here)

#### Concepts to explore:

- **Underground:** play with the concept of "underground" things being cool, for people "in the know," etc.
- **Aged:** fine things are aged - wine, cheese. Play with that when it comes to Truckee's "aged" water.
- **The Truckee Way:** a lot has changed in Truckee over the past 100 years, but this is one way we stick to our roots. Just like you come to Truckee to explore the great outdoors, while you're here why don't you drink your water the way Truckee-ites do.
  - "Share a Drink with Generations to Come"
- **Naturally-Purified:** who needs a Brita filter or factory-purified water when our water cascades from the mountaintops through the watershed and down to our aquifer, filtered through the natural rock formations of Truckee.
- **Save Money:** this one is obvious, tap water is so much less expensive than bottled water.

#### Concerns/things to avoid:

- Imagery with Truckee River/Donner Lake/other surface water

- Don't want people confusing our water resource with that of the Tahoe water agencies. Want to leverage success of "Drink Tahoe Tap" brand as much as possible while still drawing this important distinction between water sources.
- Calling our water "Truckee Tap" might lead people to believe that our water comes from the Truckee River, so finding a way to make it clear that our water comes from underground, either through copy or imagery.
- There's some concern about generalizing about "Truckee water," since not all water in Truckee is supplied by TDPUD (though the vast amount is). There are some private wells and other sources that TDPUD can't vouch for.

**Existing TDPUD slogan:**

- The Best Water Right From Your Tap

**Background Info:**

Here are two resources to refer to for more information about Truckee's water. These are hefty documents, but the executive summaries should give you a good topline snapshot.

- Martis Valley Groundwater Basin Plan:  
<https://www.tdpud.org/home/showpublisheddocument/9762/637921127622500000>
- 2022 Consumer Confidence Reports for Truckee's water systems:
  - Truckee system:  
<https://www.tdpud.org/home/showpublisheddocument/10268/638187070583700000>
  - Hirschdale system:  
<https://www.tdpud.org/home/showpublisheddocument/10270/638187070776500000>



## Nevada State Fire Marshal Division

Stewart Facility  
107 Jacobsen Way  
Carson City, Nevada 89711  
Telephone (775) 684-7501 - Fax (775) 684-7518

November 30, 2023

### STATE FIRE MARSHAL OPINION 23-01

**Subject of Opinion:** NAC 477.281(2)(q) adopting NFPA 25-2017 edition  
NAC 477.281(1)(a) adopting IFC 2018

**Background.** Fire Protection Systems are required to be maintained in accordance with the requirements of the adopted NFPA standards applicable to the system. Nevada Administrative Code (NAC) section 477.281(1)(q) adopts NFPA 25-2017, Standard for the Inspection, Testing and Maintenance of Water-Based Fire Protection Systems which designates the owner or his or her designated representative the responsibility for properly maintaining a water-based fire protection system.

**Question to the State Fire Marshal Division.** Whether a general improvement district (GID) has an affirmative duty under the 2018 version of the International Fire Code – and Nevada law – to remove snow that obscures, blocks, covers, or similarly hinders access to fire hydrants located on the property of the GID.

**Opinion.** As stated in International Fire Code (2018) section 507.5.5, “A 3-foot (914mm) clear space shall be maintained around the circumference of fire hydrants, except as otherwise required or approved.” Furthermore, NFPA 25 section 7.4.2.2 states: “hydrants shall be kept free of snow, ice or other materials and protected against mechanical damage so that free access is ensured.” NFPA 25 section 4.1.1 assigns the responsibility for maintenance of water-based fire protection systems to the “property owner or designated representative.” If a GID is the owner of fire hydrants, it is the opinion of the Nevada State Fire Marshal that the GID or its designated representative has an affirmative duty to remove snow that hinders or deters immediate access to a fire hydrant.

By:

Michael Dzyak  
State Fire Marshal Division  
Nevada Department of Public Safety