



### **CLEAN TAHOE PROGRAM**

2074 Lake Tahoe Blvd, Suite #6, South Lake Tahoe, CA 96150  
(530) 544-4210 FAX (530) 544-5710  
[www.clean-tahoe.org](http://www.clean-tahoe.org)

**PRESIDENT**  
Peter Spellman  
**VICE PRESIDENT/SECRETARY**  
Mike Phillips  
**TREASURER**  
Jim Beattie  
**DIRECTORS**  
Virginia Huber  
Devin Middlebrook  
Tamara Wallace  
Natalie Yanish

## **CLEAN TAHOE PROGRAM REGULAR MEETING OF THE BOARD OF DIRECTORS**

Thursday, March 21, 2019 • 2:00pm  
CLEAN TAHOE PROGRAM OFFICE  
2074 LAKE TAHOE BLVD., SUITE #6  
SOUTH LAKE TAHOE, CA 96150

### **AGENDA**

All meetings of the Clean Tahoe Program are open to the public. Please note: the meeting location is accessible to people with disabilities. Every reasonable effort will be made to accommodate participation of the disabled at all Clean Tahoe Program meetings. If particular accommodations for the disabled are needed (i.e. disability-related aids or other services), please contact the Clean Tahoe Program at 530.544.4210 at least 24 hours in advance of the meeting. Agenda packets are available for review at the Clean Tahoe Program Office, 2074 Lake Tahoe Blvd., Suite #6, South Lake Tahoe, CA 96150, Monday through Friday, between the hours of 8:00 a.m. and 2:30 p.m.

#### **I. CALL TO ORDER**

#### **II. ROLL CALL**

#### **III. APPROVAL OF REGULAR & CONSENT AGENDA**

Note: If you want discussion on **CONSENT ITEMS**, please tell the Board President prior to the commencement of the meeting and the item will be pulled forward for full discussion under **CONSENT FORWARD** portion of the Agenda. The remainder of the items, which are not pulled forward, receive an automatic **YES** vote and the recommended action is carried out.

#### **IV. CONSENT AGENDA – Recommended Action: Receive & File**

##### **1. Approval of Meeting Minutes January 29, 2019 Annual Meeting**

##### **2. Treasurer's Report**

- a. Balance Sheet - as of February 28, 2019
- b. Profit and Loss Budget vs. Actual - through February 28, 2019
- c. Open Invoices – as of February 28, 2019
- d. Expense by Vendor Detail – February 2019
- e. Income by Customer Summary –February 2019
- f. Bank Statement & Reconciliation – February 2019

##### **3. Secretary /Vice President's Report**

##### **4. Executive Director's Report**

##### **5. Program Assistant's Report – Stats & Field Service Report February 2019**

## **V. CONSENT FORWARD**

## **VI. PUBLIC COMMENT (Non-Agenda Items)**

This is the public's chance to speak on any topic not listed on the agenda. Please hold your comments to five minutes or less. Due to the legal requirements of the California Open Meeting Act, the Board will not be able to engage in discussion with any presenter. Thank you.

## **VII. DISCUSSION & POSSIBLE ACTION ITEMS**

### **1. Amendment to Personnel Policies re: Scheduling & Use of Vacation Time**

*See attached memo*

### **2. FY 2018/19 Mid-year Budget Review**

*See attached memo and Profit & Loss statement*

### **3. Discussion of Hiring new Executive Director**

*See attached Draft Job Description*

## **VIII. COMMITTEE/SUBCOMMITTEE REPORTS** Any Committee Reports will be Verbal Reports only.

## **IX. PRESIDENT'S REPORT** (Verbal)

## **X. OTHER REPORTS**

### **1. Directors' Reports.**

Directors' Reports, if any, will be verbal reports.

### **2. Staff Reports.**

Staff reports, if any, will be verbal reports.

### **3. Items of Mutual Interest**

This is a chance for reports from anyone attending the meeting on items of mutual interest. Due to the legal requirements of the California Open Meeting Act, the Board will not be able to engage in discussion on any of the items not included on the agenda. Thank you.

## **XI. NEXT SCHEDULED MEETING**

Thursday, May 16, 2019 at the Clean Tahoe office

## **XII. ADJOURNMENT**



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**OFFICERS**  
**PRESIDENT**  
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Devin Middlebrook  
Tamara Wallace  
Natalie Yanish

**CLEAN TAHOE PROGRAM**  
**ANNUAL MEETING OF THE BOARD OF DIRECTORS**  
**Tuesday, January 29, 2019 • 2:00pm**

**CLEAN TAHOE PROGRAM OFFICE**  
**2074 LAKE TAHOE BLVD., SUITE #6**  
**SOUTH LAKE TAHOE, CA 96150**

**MEETING MINUTES**

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**I. CALL TO ORDER** - The meeting was called to order by Mike Phillips at 2:05pm

**II. ROLL CALL**

Board Members Present: Peter Spellman, President (El Dorado County Representative)  
Michael Phillips, Vice-President (Member-at-Large)  
Jim Beattie, Treasurer (Chamber of Commerce Representative)  
Tamara Wallace, Director (City of So Lake Tahoe Representative)  
Natalie Yanish, Director (Board of Realtors Representative)

Board Members Not Present: Devin Middlebrook (City of So Lake Tahoe Representative)  
Virginia Huber, Director (El Dorado County Representative)

Also Present: Catherine Cecchi (Executive Director), Jeff Pollitt (Field Supervisor), Cimarron Correy (Field Assistant), Karen Bender (El Dorado County), Amy Poole (City of So. Lake Tahoe Code Enforcement); Jeanette Tillman (South Tahoe Refuse) arrived at 3:45 pm

**III. APPROVAL OF REGULAR AGENDA**

**MOTION WAS MADE BY JIM BEATTIE TO APPROVE THE REGULAR AGENDA AS PRESENTED.**

**SECONDED BY PETER SPELLMAN. UNANIMOUSLY APPROVED.**

#### **IV. CONSENT AGENDA**

##### **1. Minutes November 15, 2018 Regular Meeting**

##### **2. Treasurer's Report**

- a. Balance Sheet - as of December 31, 2018
- b. Profit and Loss Budget vs. Actual - through December 31, 2018
- c. Open Invoices – as of December 31, 2018
- d. Expense by Vendor Detail – December 2018
- e. Income by Customer Summary – December 2018
- f. Bank Statement & Reconciliation – December 2018

##### **3. Executive Director's Report - January 2018**

##### **4. Program Assistant's Report – Stats & Field Service Report December 2018**

**MOTION WAS MADE BY NATALIE YANISH TO APPROVE CONSENT AGENDA AS PRESENTED. SECONDED BY JIM BEATTIE. UNANIMOUSLY APPROVED.**

#### **V. CONSENT FORWARD - None**

#### **VI. PUBLIC COMMENT (Non-Agenda Items) - None**

#### **VII. DISCUSSION & POSSIBLE ACTION ITEMS**

##### **1. Year-end Financial Update for FY 2017/18 – changes to Balance Sheet**

*See attached memo and Balance Sheets*

Catherine explained that our CPA made some slight adjustments to our FY 2017-18 year-end Balance Sheet and presented an updated Balance Sheet.

Ms. Wallace asked why the "Total Equipment Asset" was \$-.16. Catherine said she wasn't sure and would ask our CPA and/or bookkeeper if they could explain and will bring an answer back to the Board.

Mr. Beattie commented that he believed Vehicle Depreciation of \$4,400 was too low. He asked Catherine to find out exactly what the depreciation rate is that the CPA is using. He noted that 10% is standard.

##### **2. Election of Board Officers for 2019**

The Board discussed officer positions for the upcoming year. Current officers all expressed that they were willing to continue for another term.

**MOTION WAS MADE BY NATALIE YANISH TO ELECT THE FOLLOWING SLATE OF OFFICERS FOR 2019 (SAME AS 2018):**

**PETER SPELLMAN, PRESIDENT**

**MIKE PHILLIPS, VICE PRESIDENT/SECRETARY**

**JIM BEATTIE, TREASURER**

**MOTION WAS SECONDED BY TAMARA WALLACE. UNANIMOUSLY APPROVED.**

##### **3. Committee Assignments for 2019**

*See attached memo*

Catherine recommended that the Program continue to have three committees for the upcoming year: Budget & Finance, Membership & Marketing, and Policies & Personnel. Membership in the three Committees was then discussed.

**MOTION WAS MADE BY MR. BEATTIE TO HAVE THE FOLLOWING COMMITTEES FOR 2019:**

**Budget & Finance:**

**Jim Beattie**

**Amy Poole**

**Tamara Wallace**

**Policies & Personnel:**

**Mike Phillips**

**Peter Spellman**

**Ginger Huber**

**Membership & Marketing:**

**Jim Beattie**

**Natalie Yanish**

**Karen Bender**

**Devin Middlebrook (if he is willing)**

**MOTION WAS SECONDED BY NATALIE YANISH. UNANIMOUSLY APPROVED.**

**4. Discussion of Possible Addition of Board Member Seats and/or Assignment of Alternates**

*See attached Article 4, Section 4.3 of Clean Tahoe Bylaws*

Catherine explained that staff has been thinking about two issues related to the makeup of our Board of Directors. One is the issue of having difficulty ensuring we have a quorum at all scheduled Board meetings. One idea that has been suggested is for Board members, or each designating agency, to have assigned alternates. Discussion ensued on that topic. Mr. Spellman noted that it would not necessarily be helpful unless the alternates attended Board meetings regularly and were therefore well informed. It was noted that this is most commonly an issue for local jurisdiction designees, as our Bylaws state that we must have at least one City and one County rep to have a quorum. It was suggested that alternates could be City and County staff members who do regularly attend meetings already (Amy Poole, Lead CSO with the City of South Lake Tahoe, and Karen Bender, Supervising Environmental Health Specialist with El Dorado County). Ms. Cecchi said that she would look into the possibility of having those two officially designated as alternates for the City and County Board members.

Catherine also noted that we have a number of Board members that have been on the Board for many years. It is very helpful to have the commitment, institutional knowledge, and background that these members bring to the organization, but it also might be helpful and healthy for the organization to bring in new voices and opinions. Discussion ensued on various ways to do that, including adding Board positions such as additional Member-at-Large positions and/or an appointment from the California Chamber. It was noted that the City is having difficulty filling its open positions on various committees and it may be tough to find new willing Board members. We discussed the idea of having an Advisory Board as a way to begin to engage more members of the community, and that might be more appealing as it would be less of a commitment than being on the Board of Directors. It was also noted that we could do more outreach/advertising of our Board meetings and maybe interested members of the public would attend and become more engaged.

Catherine said that she would bring a proposal/plan for creating an Advisory Board to a future Board of Directors meeting for further consideration.

**5. Report of January 4<sup>th</sup> Small Claims Court Hearing – Discussion of Bulk Item Pickup Policy**  
*See attached memo, City Code Related to Bulk Item Pickups, and current Bulk Item Pickup Policy*

Catherine reviewed the attached memo regarding a bulk item pickup from 2013 which resulted in an upset homeowner who subsequently filed a suit in small claims court regarding the charges associated with the pickup. Discussion ensued about our current Bulk Item Pickup Policy and whether or not we should notify homeowners by mail in addition to posting a notice at the property. It was noted that the City Code of Ordinances does not require any notice be given. It was ultimately agreed that we will keep the policy as is.

**6. Identification of Program Priorities for 2019**  
*See attached memo and list of Potential Priorities for 2019*

Catherine explained that staff has been thinking about potential priorities for the upcoming year and wanted feedback from the Board about what, if any, new projects they felt were important to pursue (in addition to our ongoing field work and special events).

Of the list that was provided, a few were identified as good opportunities to pursue, including:

- Work towards solutions for containment issues at trailer parks - Amy Poole and Catherine agreed to meet about this.
- City Ordinance review & recommendations, especially regarding motels & commercial on-call problem properties - Tamara and Amy both supported staff working on this along with City staff and Councilmembers.
- Seek increase in Clean Community Fund - it was agreed that this should continue to stay on our radar, especially considering there is a new City Attorney.
- Proposal for Clean Tahoe to receive portion of City citations issued for trash containment - It was agreed that this was worth pursuing. Catherine will talk to Ms. Poole about putting together a proposal.

**VIII. COMMITTEE/SUBCOMMITTEE REPORTS** - None

**IX. PRESIDENT'S REPORT** (Verbal)

Mr. Spellman reported that he will be participating in Dancing with the Tahoe Stars, a fundraiser for Tahoe Arts Project. The event is March 2nd and tickets will be available Feb 1st.

**X. DIRECTOR AND STAFF REPORTS**

**1. Director Reports** - None

**2. Staff Reports** - None

**XI. NEXT SCHEDULED MEETING**

Thursday, March 21, 2019 at the Clean Tahoe office

**XII. ADJOURNMENT** - Meeting was adjourned at 3:32pm

Clean Tahoe Program  
**Balance Sheet**  
As of February 28, 2019

	Feb 28, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
EIDoradoSav-Checking Acct-1215	147,669.78
Petty Cash-Misc	132.57
Total Checking/Savings	147,802.35
Accounts Receivable	
Accounts Receivable	63,455.69
Total Accounts Receivable	63,455.69
Other Current Assets	
Prepaid Insurance	1,450.00
Prepaid Security Deposit	1,000.00
Total Other Current Assets	2,450.00
Total Current Assets	213,708.04
<b>Fixed Assets</b>	
Equipment Asset	
Equipment	45,401.50
Equipment Accum. Depreciation	-45,401.66
Total Equipment Asset	-0.16
Furniture & Fixtures Asset	
Furn/Fixtures	1,104.08
Furn/Fixtures-Acc Depreciation	-1,104.08
Total Furniture & Fixtures Asset	0.00
Vehicle Asset	
2018 GMC Sierra	49,649.71
2017 Ford Truck	44,003.98
2002 Ford Truck	35,100.70
Vehicle Accum. Depreciation	-38,204.00
Total Vehicle Asset	90,550.39
Total Fixed Assets	90,550.23
<b>TOTAL ASSETS</b>	<b>304,258.27</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
Accounts Payable	-884.79
Total Accounts Payable	-884.79
Other Current Liabilities	
Payroll Liabilities	
CA ETT	10.56
CA SDI	121.96
CA SUI	401.22
CA W/H	216.45
FED W/H	653.00
FICA	1,512.34
Medicare	353.68
Payroll Liabilities - Other	1,076.49
Total Payroll Liabilities	4,345.70
Total Other Current Liabilities	4,345.70
Total Current Liabilities	3,460.91

8:22 AM

03/04/19

Accrual Basis

## Clean Tahoe Program

### Balance Sheet

As of February 28, 2019

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	<b>Feb 28, 19</b>
<b>Total Liabilities</b>	3,460.91
<b>Equity</b>	
Unappropriated Fund Balance	252,027.76
Net Income	48,769.60
<b>Total Equity</b>	300,797.36
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>304,258.27</u></b>



8:17 AM  
03/04/19  
Cash Basis

**Clean Tahoe Program**  
**Profit & Loss Budget vs. Actual**  
October 2018 through February 2019

	Oct '18 - Sep 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
Vehicle Insurance Settlement	11,111			
Animal-in-Trash Cleanup Fee	1,645	2,500	-855	66%
Bulk Item Pickup	720	1,475	-755	49%
Calif. Tahoe Conservancy	3,653	7,500	-3,847	49%
<b>City of SLT/STR</b>				
City Commercial Surcharge	16,251	52,500	-36,249	31%
City Residential Surcharge	17,000	67,800	-50,800	25%
Transfer Station	15,902	44,500	-28,598	36%
<b>Total City of SLT/STR</b>	<b>49,154</b>	<b>164,800</b>	<b>-115,646</b>	<b>30%</b>
<b>Community Cleanup Day</b>				
Cleanup Day Sponsorship	5,000	5,600	-600	89%
Cleanup Day Gate Receipts	0	5,250	-5,250	0%
<b>Total Community Cleanup Day</b>	<b>5,000</b>	<b>10,850</b>	<b>-5,850</b>	<b>46%</b>
<b>El Dorado County</b>				
County Commercial Surcharge	796	1,220	-424	65%
County Residential Surcharge	5,553	11,050	-5,497	50%
El Dorado County Assessment	0	27,000	-27,000	0%
<b>Total El Dorado County</b>	<b>6,348</b>	<b>39,270</b>	<b>-32,922</b>	<b>16%</b>
<b>Field Fees</b>				
Reimbursement of Dump Fees	1,494	4,400	-2,906	34%
Service Fees	789	2,850	-2,061	28%
<b>Total Field Fees</b>	<b>2,284</b>	<b>7,250</b>	<b>-4,966</b>	<b>31%</b>
<b>Grants</b>	<b>0</b>	<b>2,500</b>	<b>-2,500</b>	<b>0%</b>
<b>Loss/Sale Of Vehicle</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Mattress Pickup Program</b>	<b>0</b>	<b>1,200</b>	<b>-1,200</b>	<b>0%</b>
<b>Memberships</b>	<b>1,570</b>	<b>3,500</b>	<b>-1,930</b>	<b>45%</b>
<b>Miscellaneous</b>				
Amazon Smile disbursement	48	50	-2	95%
Bank Interest	11	20	-9	55%

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03/04/19

Cash Basis

**Clean Tahoe Program**  
**Profit & Loss Budget vs. Actual**  
 October 2018 through February 2019

	Oct '18 - Sep 19	Budget	\$ Over Budget	% of Budget
Capital One Rewards	81	275	-194	30%
Donations	163	1,000	-837	16%
Misc Income	0	0	0	0%
Stock Dividend	107	150	-43	71%
<b>Total Miscellaneous</b>	<b>410</b>	<b>1,495</b>	<b>-1,085</b>	<b>27%</b>
Redevelopment Successor Agency				
Dump Fee Reimbursement	207	400	-193	52%
Labor Fees	3,019	4,750	-1,731	64%
<b>Total Redevelopment Successor Agency</b>	<b>3,226</b>	<b>5,150</b>	<b>-1,924</b>	<b>63%</b>
<b>Total Income</b>	<b>85,121</b>	<b>247,490</b>	<b>-162,369</b>	<b>34%</b>
<b>Gross Profit</b>	<b>85,121</b>	<b>247,490</b>	<b>-162,369</b>	<b>34%</b>
<b>Expense</b>				
Square/PayPal Service Fees	14	0	14	100%
Advertising/Promotions	75	1,100	-1,025	7%
Cleanup Day (S. Shore)				
Tonnage/Transportation - SLT	0	6,300	-6,300	0%
PR/Advertising	0	1,200	-1,200	0%
Misc.	0	300	-300	0%
<b>Total Cleanup Day (S. Shore)</b>	<b>0</b>	<b>7,800</b>	<b>-7,800</b>	<b>0%</b>
Cleanup Day (Tahoma)	0	2,000	-2,000	0%
Events (GSRC & other cleanups)				
PR/Advertising	0	1,200	-1,200	0%
Supplies	0	300	-300	0%
Events (GSRC & other cleanups) - Other	0	0	0	0%
<b>Total Events (GSRC &amp; other cleanups)</b>	<b>0</b>	<b>1,500</b>	<b>-1,500</b>	<b>0%</b>
Bank Service Charges	0			
Dues/Subscriptions/Memberships	75	2,165	-2,090	3%
Dump Fees	2,878	9,000	-6,122	32%
Education/Training	0	200	-200	0%
Field Supplies	443	1,400	-957	32%

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Cash Basis

**Clean Tahoe Program**  
**Profit & Loss Budget vs. Actual**  
October 2018 through February 2019

	Oct '18 - Sep 19	Budget	\$ Over Budget	% of Budget
<b>Gen Admin/Program Expense</b>	598	650	-52	92%
<b>Insurance</b>				
Director's Liability	1,086	1,200	-114	91%
General Business	1,998	2,400	-402	83%
<b>Total Insurance</b>	3,084	3,600	-516	86%
<b>Internet &amp; Email</b>				
Internet Service Provider	189	540	-351	35%
Website and Email	202	1,000	-798	20%
<b>Total Internet &amp; Email</b>	392	1,540	-1,148	25%
<b>Membership</b>				
Bulk Mail	0	500	-500	0%
<b>Total Membership</b>	0	500	-500	0%
<b>Mileage Reimbursement</b>	154	250	-96	62%
<b>Minor Equipment</b>				
Computer	0	0	0	0%
Misc. Office Equipment	0	500	-500	0%
Minor Equipment - Other	1,184	1,200	-16	99%
<b>Total Minor Equipment</b>	1,184	1,700	-516	70%
<b>Office Expense</b>				
Postage	106	300	-194	35%
Copy Machine Lease	1,206	2,625	-1,419	46%
Office Supplies	321	500	-179	64%
Printing and Reproduction	0	0	0	0%
<b>Total Office Expense</b>	1,633	3,425	-1,792	48%
<b>Rent</b>	7,500	15,500	-8,000	48%
<b>Payroll Expenses</b>				
Employee Retirement Plan				
Retirement Plan Employer Match	0	3,625	-3,625	0%
Retirement Plan Admin Costs	540	980	-440	55%

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03/04/19  
Cash Basis

**Clean Tahoe Program**  
**Profit & Loss Budget vs. Actual**  
October 2018 through February 2019

	Oct '18 - Sep 19	Budget	\$ Over Budget	% of Budget
<b>Total Employee Retirement Plan</b>	540	4,605	-4,065	12%
<b>Gross Payroll</b>				
Clerical	9,777	21,465	-11,688	46%
Manager	22,707	49,504	-26,797	46%
Field Crew	30,232	71,400	-41,168	42%
Overtime Crew	0	1,755	-1,755	0%
<b>Total Gross Payroll</b>	62,716	144,124	-81,408	44%
<b>Employer Taxes</b>	5,841	14,000	-8,159	42%
<b>Workers Compensation</b>	3,203	8,450	-5,247	38%
<b>Workers Comp Refund</b>	-504	0	-504	100%
<b>Payroll Expenses - Other</b>	893	0	893	100%
<b>Total Payroll Expenses</b>	72,689	171,179	-98,490	42%
<b>Professional Fees</b>				
Accounting & Bookkeeping	475	2,000	-1,525	24%
Miscellaneous Fees	75	0	75	100%
<b>Total Professional Fees</b>	550	2,000	-1,450	28%
<b>Repairs</b>				
Computer Repairs	0	400	-400	0%
<b>Total Repairs</b>	0	400	-400	0%
<b>Telephone</b>	1,231	3,660	-2,429	34%
<b>Uniforms</b>	251	600	-349	42%
<b>Utilities</b>				
Electric	250	675	-425	37%
Natural Gas	0	0	0	0%
<b>Total Utilities</b>	250	675	-425	37%
<b>Vehicles</b>				
New Vehicle Accessories (GMC)	5,440			
Fuel	1,939	6,500	-4,561	30%
Insurance	765	3,950	-3,185	19%
Maintenance	0	800	-800	0%

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Cash Basis

**Clean Tahoe Program**  
**Profit & Loss Budget vs. Actual**  
October 2018 through February 2019

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	Oct '18 - Sep 19	Budget	\$ Over Budget	% of Budget
Registration	700	1,500	-800	47%
Misc Vehicle Expense	0	3,896	-3,896	0%
Total Vehicles	8,844	16,646	-7,802	53%
Total Expense	101,845	247,490	-145,645	41%
Net Ordinary Income	-16,724	0	-16,724	100%
Other Income/Expense				
Other Income				
Grant Waste Management Authorit	0	0	0	0%
Total Other Income	0	0	0	0%
Net Other Income	0	0	0	0%
Net Income	<u>-16,724</u>	<u>0</u>	<u>-16,724</u>	<u>100%</u>

8:24 AM

03/04/19

# Clean Tahoe Program

## Open Invoices

As of February 28, 2019

Type	Date	Num	Terms	Due Date	Aging	Open Balance
<b>ATM</b>						
General Journal	09/30/2012	ATMbaddebt				-5,000.00
Invoice	07/01/2008	06/07-84	Net 30	07/31/2008	3864	1,000.00
Invoice	08/01/2008	06/07-88	Net 30	08/31/2008	3833	1,000.00
Invoice	09/04/2008	06/07-92	Net 30	10/04/2008	3799	1,000.00
Invoice	09/30/2008	06/07-95	Net 30	10/30/2008	3773	1,000.00
Invoice	11/04/2008	08/09-02	Net 30	12/04/2008	3738	1,000.00
Total ATM						0.00
<b>City of South Lake Tahoe Police Dept.</b>						
Invoice	12/08/2009	09/10-07		12/08/2009	3369	38.25
Invoice	12/08/2009	09/10-11		12/08/2009	3369	19.13
Invoice	06/14/2010	09/10-32		06/14/2010	3181	76.50
Invoice	06/14/2010	09/10-33		06/14/2010	3181	38.25
Invoice	06/14/2010	09/10-34		06/14/2010	3181	57.38
Invoice	06/14/2010	09/10-35		06/14/2010	3181	19.13
Invoice	09/01/2010	09/10-43		09/01/2010	3102	97.28
Invoice	06/29/2012	11/12-24		06/29/2012	2435	38.25
Invoice	08/14/2012	11/12-32		08/14/2012	2389	38.25
Total City of South Lake Tahoe Police Dept.						422.42
<b>City of South Lake Tahoe/STR</b>						
Invoice	08/22/2016	15/16-24	Due on receipt	08/22/2016	920	3,000.98
Invoice	02/13/2019	18/19-10	Due on receipt	02/13/2019	15	41,671.49
Total City of South Lake Tahoe/STR						44,672.47
<b>El Dorado County</b>						
General Journal	09/30/2012	EIDorbaddeb				-6,228.46
General Journal	01/06/2015	Baddebt				-5,984.93
Invoice	07/13/2009	08/09-133	Net 30	08/12/2009	3487	4,488.56
Invoice	07/08/2011	10/11-21	Net 30	08/07/2011	2762	1,616.00
Invoice	07/13/2012	11/12-27	Net 30	08/12/2012	2391	123.90
Invoice	07/10/2014	13/14-9	Net 30	08/09/2014	1664	5,984.93
Invoice	01/04/2019	18/19-07	Net 30	02/03/2019	25	17,957.88
Total El Dorado County						17,957.88
<b>Redevelopment Successor</b>						
Payment	04/26/2016	256410				-256.95
Total Redevelopment Successor						-256.95
<b>So Tahoe Refuse</b>						
General Journal	09/30/2006	Audit -#11				39,541.00
General Journal	10/01/2006	REverse #1				-39,541.00
Total So Tahoe Refuse						0.00
<b>South Tahoe Area Transit Authority</b>						
General Journal	09/30/2008	Year End				35.00
General Journal	10/15/2008	Adj				-35.00
General Journal	09/30/2012	STATAbaddeb				-784.23
Invoice	08/04/2009	08/09-137		08/04/2009	3495	784.23
Total South Tahoe Area Transit Authority						0.00
<b>TRCD/CTC</b>						
Invoice	02/06/2019	18/19-08	Due on receipt	02/06/2019	22	659.87
Total TRCD/CTC						659.87
<b>TOTAL</b>						<b>63,455.69</b>

8:21 AM

03/04/19

Cash Basis

# Clean Tahoe Program Expenses by Vendor Detail

February 2019

Type	Date	Num	Memo	Account	Clr	Original Amount	Paid Amount	Balance
<b>Capital One Bank (USA), N.A.</b>								
Check	02/14/2019	7361	Raleys Aisle 1	Fuel		388.98	388.98	388.98
Check	02/14/2019	7361	Google, Constant Contact, Sit...	Website and Email		47.49	47.49	436.47
Check	02/14/2019	7361	State Fund - workers comp pr...	Workers Compensa...		713.00	713.00	1,149.47
Check	02/14/2019	7361	AT&T (2 months)	Internet Service Pro...		99.25	99.25	1,248.72
Check	02/14/2019	7361	Raley's - refreshments for Boa...	Gen Admin/Progra...		23.35	23.35	1,272.07
Check	02/14/2019	7361	TechSoup - Norton licenses, ...	Office Supplies		34.14	34.14	1,306.21
Check	02/14/2019	7361	Birch - land lines, AT&T - cell ...	Telephone		275.00	275.00	1,581.21
Total Capital One Bank (USA), N.A.							1,581.21	1,581.21
<b>De Lage Landen</b>								
Check	02/01/2019	ACH	Copier Lease - December 2015	Copy Machine Lease		166.27	166.27	166.27
Total De Lage Landen							166.27	166.27
<b>Guideline</b>								
Check	02/06/2019	ACH	one-time setup fee (\$500) and...	Retirement Plan Ad...		540.00	540.00	540.00
Total Guideline							540.00	540.00
<b>Liberty Utilities</b>								
Check	02/14/2019	7360	Billing from 12/27/18 - 1/29/19	Electric		58.43	58.43	58.43
Total Liberty Utilities							58.43	58.43
<b>QuickBooks Payroll Service</b>								
Liability Ch...	02/04/2019		Fee for 4 direct deposit(s) at \$...	Payroll Expenses		7.00	7.00	7.00
Liability Ch...	02/19/2019		Fee for 4 direct deposit(s) at \$...	Payroll Expenses		7.00	7.00	14.00
Total QuickBooks Payroll Service							14.00	14.00
<b>South Tahoe Refuse Company</b>								
Check	02/14/2019	7359	dump fees - January 2019	Dump Fees		303.80	303.80	303.80
Total South Tahoe Refuse Company							303.80	303.80
<b>Tahoe Earth Day Foundation</b>								
Check	02/01/2019	7353	Festival Booth Fee for Earth D...	Advertising/Promoti...		75.00	75.00	75.00
Total Tahoe Earth Day Foundation							75.00	75.00
<b>Tahoe Valley Professional Building LLC</b>								
Check	02/01/2019	7352	February 2019 - Unit #6	Rent		1,250.00	1,250.00	1,250.00
Total Tahoe Valley Professional Building LLC							1,250.00	1,250.00
<b>TOTAL</b>							<b>3,988.71</b>	<b>3,988.71</b>

8:19 AM  
03/04/19  
Cash Basis

**Clean Tahoe Program**  
**Income by Customer Summary**  
February 2019

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	Feb 19
Field Income	210.00
Redevelopment Successor	1,311.80
So Tahoe Refuse	3,174.77
TRCD/CTC	439.90
<b>TOTAL</b>	<b><u>5,136.47</u></b>





4040 EL DORADO ROAD; P.O. BOX 1208 • PLACERVILLE, CA 95667-1208

Return Service Requested

00014561-0049679-0001-0003-MIMR8007350228193072

CLEAN TAHOE PROGRAM  
2074 LAKE TAHOE BLVD SUITE 6  
SOUTH LAKE TAHOE CA 96150-6408

Last statement: January 31, 2019  
This statement: February 28, 2019  
Total days in statement period: 28

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0073011215  
(6)

Direct inquiries to:  
1-800-874-9779

El Dorado Savings Bank  
4040 El Dorado Road  
Placerville, CA 95667

THANK YOU FOR BANKING WITH US!

### Business Interest Checking

Account number	0073011215	Beginning balance	\$160,151.37
Enclosures	6	Total additions	5,164.87
Low balance	\$145,780.85	Total subtractions	15,808.02
Average balance	\$152,918.85	Ending balance	\$149,508.22
Avg collected balance	\$152,918		
Interest paid year to date	\$5.19		

### CHECKS

Number	Date	Amount	Number	Date	Amount
7352	02-19	1,250.00	7359 *	02-21	303.80
7355 *	02-15	15.55	7360	02-20	58.43
7356	02-13	37.68			
7357	02-20	343.00			

\* Skip in check sequence

### DEBITS

Date	Description	Subtractions
02-04	* Preauthorized Wd LEASE DIRECT WEB PAY 190204 61964542	166.27
02-04	* Preauthorized Wd INTUIT PAYROLL S QUICKBOOKS 190204 680339531	4,741.59
02-06	* Preauthorized Wd guideline 401(k) guideline 190206 GUIDELINE.COM 3	540.00



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Return Service Requested

CLEAN TAHOE PROGRAM  
February 28, 2019

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0073011215

Date	Description	Subtractions
02-07	' Preauthorized Wd SSBTRUSTOPS P/R Contr 190207	370.80
02-15	' Preauthorized Wd IRS USATAXPYMT 190215 270944631115476	2,609.92
02-15	' Preauthorized Wd EMPLOYMENT DEVEL EDD EFTPMT 190215 1252861760	774.97
02-19	' Preauthorized Wd INTUIT PAYROLL S QUICKBOOKS 190219 680339531	4,261.37
02-22	' Preauthorized Wd SSBTRUSTOPS P/R Contr 190222	334.64

#### CREDITS

Date	Description	Additions
02-07	' Deposit TLR 09 BR 07	1,076.80
02-15	' Preauthorized Credit AMZNPIXT34RX AmazonSmil payments.amazon.co m ID#1V2Q1URUJG7EMND	26.06
02-22	' Deposit TLR 07 BR 07	4,059.67
02-28	' Interest Credit	2.34

#### DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
01-31	160,151.37	02-13	155,371.83	02-21	145,780.85
02-04	155,243.51	02-15	151,997.45	02-22	149,505.88
02-06	154,703.51	02-19	146,486.08	02-28	149,508.22
02-07	155,409.51	02-20	146,084.65		

#### INTEREST INFORMATION

Annual percentage yield earned	0.02%
Interest-bearing days	28
Average balance for APY	\$152,918.85
Interest earned	\$2.34





Return Service Requested

Page 3  
0073011215

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

*Thank you for banking with El Dorado Savings Bank*

8:27 PM

03/12/19

# Clean Tahoe Program Reconciliation Summary

EIDoradoSav-Checking Acct-1215, Period Ending 02/28/2019

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	<b>Feb 28, 19</b>
Beginning Balance	160,151.37
Cleared Transactions	
Checks and Payments - 14 items	-15,808.02
Deposits and Credits - 13 items	5,164.87
Total Cleared Transactions	-10,643.15
Cleared Balance	<u>149,508.22</u>
Uncleared Transactions	
Checks and Payments - 5 items	-2,541.54
Total Uncleared Transactions	-2,541.54
Register Balance as of 02/28/2019	<u>146,966.68</u>
New Transactions	
Checks and Payments - 7 items	-9,149.67
Total New Transactions	-9,149.67
Ending Balance	<u>137,817.01</u>

8:27 PM

03/12/19

# Clean Tahoe Program Reconciliation Detail

EIDoradoSav-Checking Acct-1215, Period Ending 02/28/2019

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						160,151.37
<b>Cleared Transactions</b>						
<b>Checks and Payments - 14 items</b>						
Check	01/31/2019	7356	Sierra Office Solutions	X	-37.68	-37.68
Check	01/31/2019	7355	Flyers Energy, LLC	X	-15.55	-53.23
Check	02/01/2019	7352	Tahoe Valley Profes...	X	-1,250.00	-1,303.23
Check	02/01/2019	ACH	De Lage Landen	X	-166.27	-1,469.50
Liability Check	02/04/2019		QuickBooks Payroll ...	X	-4,741.59	-6,211.09
Check	02/06/2019	ACH	Guideline	X	-540.00	-6,751.09
Liability Check	02/07/2019	ach	Guideline	X	-370.80	-7,121.89
Liability Check	02/07/2019	7357	Franchise Tax Board	X	-343.00	-7,464.89
Check	02/14/2019	7359	South Tahoe Refuse...	X	-303.80	-7,768.69
Check	02/14/2019	7360	Liberty Utilities	X	-58.43	-7,827.12
Liability Check	02/15/2019	3115476	Internal Revenue Se...	X	-2,609.92	-10,437.04
Liability Check	02/15/2019	19277...	EDD	X	-774.97	-11,212.01
Liability Check	02/19/2019		QuickBooks Payroll ...	X	-4,261.37	-15,473.38
Liability Check	02/22/2019	ach	Guideline	X	-334.64	-15,808.02
<b>Total Checks and Payments</b>					-15,808.02	-15,808.02
<b>Deposits and Credits - 13 items</b>						
Check	01/31/2019	7354	Void	X	0.00	0.00
Deposit	02/07/2019			X	1,076.80	1,076.80
Deposit	02/15/2019			X	26.06	1,102.86
Paycheck	02/20/2019	DD1049	Pollitt, Jeff E	X	0.00	1,102.86
Paycheck	02/20/2019	DD1048	Parsons Cecchi, Cat...	X	0.00	1,102.86
Paycheck	02/20/2019	DD1047	Ochoa, Cynthia A	X	0.00	1,102.86
Paycheck	02/20/2019	DD1046	Corry-Huether, Cima...	X	0.00	1,102.86
Deposit	02/22/2019			X	4,059.67	5,162.53
Deposit	02/28/2019			X	2.34	5,164.87
Paycheck	03/05/2019	DD1053	Pollitt, Jeff E	X	0.00	5,164.87
Paycheck	03/05/2019	DD1051	Ochoa, Cynthia A	X	0.00	5,164.87
Paycheck	03/05/2019	DD1052	Parsons Cecchi, Cat...	X	0.00	5,164.87
Paycheck	03/05/2019	DD1050	Corry-Huether, Cima...	X	0.00	5,164.87
<b>Total Deposits and Credits</b>					5,164.87	5,164.87
<b>Total Cleared Transactions</b>					-10,643.15	-10,643.15
<b>Cleared Balance</b>					-10,643.15	149,508.22
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Check	11/24/2013	ACH	State Compensation...		-22.83	-22.83
Check	09/30/2018	7300	Megan R. Murray		-837.50	-860.33
Check	02/01/2019	7353	Tahoe Earth Day Fo...		-75.00	-935.33
Check	02/14/2019	7361	Capital One Bank (U...		-1,581.21	-2,516.54
Check	02/14/2019	7358	Parsons Cecchi, Cat...		-25.00	-2,541.54
<b>Total Checks and Payments</b>					-2,541.54	-2,541.54
<b>Total Uncleared Transactions</b>					-2,541.54	-2,541.54
<b>Register Balance as of 02/28/2019</b>					-13,184.69	146,966.68
<b>New Transactions</b>						
<b>Checks and Payments - 7 items</b>						
Check	03/01/2019	ACH	De Lage Landen		-166.27	-166.27
Liability Check	03/04/2019		QuickBooks Payroll ...		-3,538.20	-3,704.47
Check	03/05/2019	7362	Tahoe Valley Profes...		-1,250.00	-4,954.47
Liability Check	03/05/2019	7363	Franchise Tax Board		-686.00	-5,640.47
Check	03/06/2019	ACH	Guideline		-40.00	-5,680.47
Liability Check	03/15/2019	42804...	Internal Revenue Se...		-2,719.02	-8,399.49
Liability Check	03/15/2019	08554...	EDD		-750.18	-9,149.67
<b>Total Checks and Payments</b>					-9,149.67	-9,149.67
<b>Total New Transactions</b>					-9,149.67	-9,149.67
<b>Ending Balance</b>					-22,334.36	137,817.01

## **Executive Director Report**

### **March 2019**

**Spring Clean planning** – We've begun outreach and planning for the 4<sup>th</sup> Annual Spring Clean event. Last year we had nearly 300 volunteers at the event and we're hoping for another record turnout. We'll be focusing outreach this year on businesses and encouraging them to get a team of employees together to clean around their business. I'll be creating a webpage for the event next week and then outreach will ramp up. We are also looking for sponsors to assist with funding for advertising, supplies, and the lunch. I reached out to the City Communications Manager since the City was our primary partner last year and have yet to hear back.

#### **Upcoming Tabling Events:**

**Business Expo** – Come visit us at the Business Expo on Friday, March 29<sup>th</sup>! We will again be sharing STR's booth. It's very generous of them to let us use half of their space. We'll be focusing on Be Bear Aware campaign and will again give out packets of gummy bears. We'll also be recruiting for the Spring Clean.

**Earth Day** – South Tahoe's community Earth Day celebration is Saturday, April 27<sup>th</sup> at Bijou Park from 10:00-2:00. We'll have Be Bear Aware info and will also be focusing on recruiting volunteers for the Spring Clean which is May 11<sup>th</sup>.

**South Lake Brewing Earth Day** – We were recently invited to a small Earth Day event at South Tahoe Brewing Co. Their plan is to host a cleanup event in the morning and they also invited us to set up a booth along with a few other organizations at the brewery in the afternoon. Details are still TBD.

**\$5 Dump Day planning** - \$5 Dump Day is confirmed for Saturday, June 8<sup>th</sup>. We're waiting to hear from STR about whether they may be able to reduce the amount Clean Tahoe owes for labor and disposal from the event. Once we hear their decision, we'll determine whether or not we still want to charge extra for mattresses as we discussed last fall.

**City mid-year budget adjustment** – As you know, we submit an estimate at the beginning of the fiscal year to the City regarding the amount of funds that will be collected from the Clean Community Fund (residential, commercial, and transfer station surcharges). As the quarterly statements come in from STR, however, sometimes it is clear that the estimate needs to be revised. Such is the case this year, so I submitted updated numbers to the City for their mid-year budget adjustment. It's important because our Funding Agreement states that they cannot pay us any more than they have budgeted (unless staff gets approval from City Council), even if it's balanced by taking in more revenue. This is an issue that we should address in the next Funding Agreement (due in September 2019).

**"Secure Your Load" campaign and fees** – At a recent Waste Management JPA meeting Greg Stanton from El Dorado County reported that the County is partnering with a number of other agencies, mainly California Highway Patrol, on a campaign to remind motorists that they need to secure loads of debris or construction material to ensure nothing flies out. Since then Jeff Tillman mentioned that STR is working on a plan to also do outreach on the topic and to begin to charge a fee to those that repeatedly come to the Transfer Station with unsecured loads (details are still being worked out, but it will likely be based on a program at the transfer station on the West Slope). He indicated that STR would pass along any fees collected to Clean Tahoe. We'll keep you posted.

# PROGRAM STATISTICS

February 2019



<u>Monthly</u>	<u>FY to Date</u>
Total Field Hours: 129.00	1074.00
City: 96.00	792.75
County: 23.00	200.00
CTC: 10.00	81.25
Total Dump Fees: \$178.95	\$2230.48
City: \$153.35	\$1681.83
County: \$25.60	\$548.65

## Additional Statistics

Animal-in-Trash: 4	109
Repeat AIT: 1	29
Illegal Dumps: 9	81
Pick & Hauls: 2	39

**CLEAN TAHOE PROGRAM**  
**Field Service Report - February 2019**

Date	Location	Issue	Action Taken	Debris Type	Bag Count	Outcome	City/ County/ CTC	Staff	Staff Hours	Dump Fee	Svc Fee/ Donation
2/1/19	Stateline & City Office	Maintenance Route	Checked & emptied cans	Trash		Cleaned	City	Jeff	1.5	\$ 3.00	
2/1/19	Meyers cans	Maintenance Route	Checked & emptied cans	Trash		Cleaned	County	Jeff	1	\$ 3.75	
2/1/19	Barton Ave-James-Eloise	Maintenance Route	Pick and Haul	Trash	2	Cleaned	City	Jeff	2	\$ 3.35	
2/1/19	Hwy 50 & behind Motel 6	Illegal Dump	Pick and Haul	Dresser & nightstand		Cleaned	City	Jeff	0.75		
2/6/19	Barton Meadows Cans	Maintenance Route	Checked & emptied cans	Trash		Resolved	CTC	J & Cim	2		
2/6/19	Edgewood CT/LtBlvd	Illegal Dump	Pick and Haul	<b>mattress</b>		Cleaned	City	J & Cim	0.5		
2/6/19	Meyers Cans	Maintenance Route	Checked & emptied cans	Trash		Cleaned	County	J & Cim	3	\$ 2.75	
2/6/19	Stateline & Y Area cans	Maintenance Route	Checked & emptied cans	Trash		Cleaned	City	J & Cim	3	\$ 2.80	
2/6/19	Kiowa 899	Property Check	Pick & Haul	Trash		Cleaned	County	J & Cim	0.5	\$ 1.50	
2/7/19	Meyers Cans	Maintenance Route	Shoveled snow	Snow		Cleaned	County	J & Cim	1.25		
2/7/19	Linear Park Cans	Maintenance Route	Shoveled snow	Snow		Cleaned	City	J & Cim	1		
2/7/19	Fremont Ave	Illegal Dump	Pick and Haul	<b>2 mattresses</b>		Cleaned	City	J & Cim	0.5		
2/7/19	Kubel 2525	Property Reinspection	None	None		Resolved	City	J & Cim	0.5		
2/7/19	Steven 3829	Property Reinspection	None	None		Resolved	City	J & Cim	0.5		
2/7/19	Chonokis 1074	Property Reinspection	None	None		Resolved	City	J & Cim	0.5		
2/7/19	Arrowhead 1921	Property Reinspection	None	None		Resolved	City	J & Cim	0.5		
2/7/19	La To Edgewood-Sierra Tract-Silver Dollar Tour	Maintenance Route	Pick and Haul	Trash	2	Cleaned	City	J & Cim	4.25	\$ 4.55	
2/7/19	Alameda 921	Animals in trash	10-Day Notice Issued	Trash	1	Cleaned	City	J & Cim	1	\$ 2.50	



**CLEAN TAHOE PROGRAM**  
**Field Service Report - February 2019**

2/7/19	Freel Peak 2935	Bulks in view	Warning Issued	refrigerator		not resolved	City	J & Cim	0.5		
2/7/19	Kubel 2681	Unsuitable Container	Warning issued	lidless cans		not resolved	City	J & Cim	0.5		
2/7/19	Macinaw 960	Unsuitable Container	Warning Issued	Blocked dumpster		Left Info Flyer	City	J & Cim	0.5		
2/8/19	Carson & Chris	Illegal Dump	Pick and Haul	couch & cabinet		Cleaned	City	J & Cim	0.5		
2/8/19	Meyers Cans	Maintenance Route	Checked and emptied cans	Trash		Cleaned	County	J & Cim	1.5		
2/8/19	Y area touring	Maintenance Route	Pick and Haul	Trash	1	Cleaned	City	J & Cim	3	\$ 0.85	
2/8/19	Palmira 2526	Pick and Haul Request	Pick and Haul	mattress		Cleaned	City	J & Cim	0.5	\$ 21.10	\$ 20.00
2/8/19	Stateline & City Office	Maintenance Route	Checked & emptied cans	Trash		Cleaned	City	J & Cim	1.5	\$ 3.00	
2/8/19	Alameda 797	Maintenance Route	Warning Issued	Trash		Cleaned	City	J & Cim	0.5		
2/8/19	LT Blvd 2470 (US Gas)	Overflowing Dumpster	Dumpster Mandate	full dumpster		Resolved	City	J & Cim	0.5		
2/8/19	Park 977	Overflowing Dumpster	Warning Issued	Blocked dumpster		not resolved	City	J & Cim	0.5		
2/8/19	Lakeview 840	Unsuitable Container	Warning Issued	Blocked dumpster		not resolved	City	J & Cim	0.5		
2/8/19	Lakeview 852	Unsuitable Container	Warning Issued	Blocked dumpster		not resolved	City	J & Cim	0.5		
2/8/19	Tallac 776	Unsuitable Container	Warning Issued	Blocked dumpster		not resolved	City	J & Cim	0.5		
2/12/19	Barton Meadows Cans	Maintenance Route	Checked & Emptied Cans	Trash		Resolved	CTC	J & Cim	2		
2/12/19	Meyers & Takela Cans	Maintenance Route	Checked & Emptied Cans	Trash		Cleaned	County	J & Cim	2.25	\$ 2.75	
2/12/19	Stateline & City Office	Maintenance Route	Checked & Emptied Cans	Trash		Cleaned	City	J & Cim	2.5	\$ 4.25	
2/12/19	Stateline & LTblvd	Maintenance Route	Pick and Haul	Trash		Cleaned	City	J & Cim	2.5	\$ 3.10	

**CLEAN TAHOE PROGRAM**  
**Field Service Report - February 2019**

2/12/19	Pentagon 3831	Overflowing Dumpster	2nd 10 day notice/ sent to code	Full dumpster and trash on top		Cleaned	City	J & Cim	1		
2/12/19	Pioneer Trail 3900	Overflowing Dumpster	Dumpster Mandate	Trash		Resolved	City	J & Cim	0.5		
2/12/19	Echo 1027-1037	Overflowing Dumpster	Dumpster Mandate	Trash		Resolved	City	J & Cim	0.5		
2/12/19	Manzanita 4085	Overflowing Dumpster	Dumpster Mandate	Trash		Resolved	City	J & Cim	0.5		
2/13/19	Aspen Ave	Illegal Dump	Pick and Haul	Oven		Cleaned	City	J & Cim	0.5		
2/13/19	Tamarack Ave	Illegal Dump	Pick and Haul	Mattress		Cleaned	City	J & Cim	0.5		
2/13/19	Montreal 3706	Overflowing Dumpster	Dumpster Mandate	Trash		Cleaned	City	J & Cim	0.5		
2/13/19	Pioneer Triangel-Bowers to Los Angeles Tour	Maintenance Route	Pick and Haul	Trash		Cleaned	City	J & Cim	6	\$ 4.75	
2/13/19	Rufus Allen Tour	Maintenance Route	Pick and Haul	Trash		Cleaned	City	J & Cim	1.5	\$ 2.30	
2/13/19	Riverside 3092	Overflowing Dumpster	Dumpster Mandate	Trash		Cleaned	City	J & Cim	0.5		
2/13/19	Tallac 948	Overflowing Dumpster	Dumpster Mandate	Trash		Cleaned	City	J & Cim	0.5		
2/13/19	Pioneer Trail 3628	Property Reinspection	None	None		Resolved	City	J & Cim	0.5		
2/13/19	Spruce 3599	Overflowing Dumpster	Warning Issued	Blocked dumpster		not resolved	City	J & Cim	0.5		
2/13/19	Stuart 3780	Overflowing Dumpster	Warning Issued	Blocked dumpster		not resolved	City	J & Cim	0.5		
2/13/19	Herbert 1096	Overflowing Dumpster	Warning Issued	Blocked dumpster		not resolved	City	J & Cim	0.5		
2/14/19	Sierra 1222	Overflowing Dumpster	Warning issued	Blocked dumpster		not resolved	City	J & Cim	0.5		
2/14/19	Sierra Tract Tour	Maintenance Route	Pick and Haul	Trash		Cleaned	City	J & Cim	4		
2/14/19	Bruce 3412	Property Check	None	None		Resolved	City	J & Cim	0.5		
2/14/19	LT Blvd 4045	Overflowing Dumpster	Warning issued	Full dumpster		not resolved	City	J & Cim	0.5		

**CLEAN TAHOE PROGRAM**  
**Field Service Report - February 2019**

2/19/19	Barton Meadows Cans	Maintenance Route	Shoveled snow	None		Resolved	CTC	J & Cim	3		
2/19/19	Meyers Cans	Maintenance Route	Shoveled snow	None		Resolved	County	J & Cim	3		
2/19/19	Stateline Cans	Maintenance Route	Shoveled snow	None		Resolved	City	J & Cim	2		
2/19/19	LT Blvd 3730 I - Hop	Overflowing Dumpster	Verbal warning	full dumpster		not resolved	City	J & Cim	0.5		
2/19/19	LT Blvd 4045	Overflowing Dumpster	Warning issued	Full dumpster		not resolved	City	J & Cim	0.5		
2/20/19	Linear Park Cans	Maintenance Route	Shoveled snow	None		Resolved	City	J & Cim	2.5		
2/20/19	Airport Trucks	Maintenance Route	Shoveled snow	None		Resolved	City	J & Cim	2.5		
2/20/19	Lake Tahoe Blvd 4041	Property Reinspection	None	None		Resolved	City	J & Cim	0.5		
2/20/19	Tamarack 3619	Property Reinspection	None	None		Resolved	City	J & Cim	0.5		
2/20/19	Modesto 846	Property Reinspection	None	None		Resolved	City	J & Cim	0.5		
2/21/19	Genevieve Ct 1882	Pick and Haul Request	Pick and Haul	4 twin mattresses		Cleaned	City	J & Cim	1	\$ 42.20	\$ 57.80
2/21/19	Azure 4055	Overflowing Dumpster	Dumpster mandate	full dumpster		Resolved	City	J & Cim	0.5		
2/21/19	Stateline to Merced Tour	Maintenance Route	Pick and Haul	Trash		Cleaned	City	J & Cim	5.5	\$ 7.65	
2/21/19	Sierra Tract Tour	Maintenance Route	Pick and Haul	Trash		Cleaned	City	J & Cim	2	\$ 7.50	
2/21/19	Pentagon 3820	Overflowing Dumpster	<b>3rd 10 day notice/ sent to code</b>	Blocked dumpster		not resolved	City	J & Cim	1		
2/21/19	Pentagon 3831	Overflowing Dumpster	Warning issued	blocked dumspter		not resolved	City	J & Cim	1		
2/21/19	Herbert 1096	Unsuitable Container	10 day notice issued	Blocked dumpster		not resolved	City	J & Cim	1		
2/21/19	Moss 1077	Animals in trash	10 day notice issued	Blocked dumpster		Cleaned	City	J & Cim	1		

**CLEAN TAHOE PROGRAM**  
**Field Service Report - February 2019**

2/21/19	Lake Tahoe Blvd 3920	Unsuitable Container	Warning issued	Blocked dumpster		not resolved	City	J & Cim	0.5		
2/22/19	Barton Meadows cans	Maintenance Route	Checked & emptied cans	Trash		Resolved	CTC	Cim	2		
2/22/19	Meyers cans	Maintenance Route	Checked & Emptied Cans	Trash		Cleaned	County	Cim	1	\$ 3.00	
2/22/19	Stateline Cans	Maintenance Route	Checked & Emptied Cans	Trash		Cleaned	City	Cim	2	\$ 2.00	
2/22/19	LT Blvd 2301 (Tahoe Plaza)	Animals in trash	Pick and Haul	Trash		Cleaned	City	Cim	1	\$ 2.05	
2/22/19	Modesto 822 - 826	Overflowing Dumpster	Dumpster mandate	Trash		Cleaned	City	Cim	0.5		
2/25/19	Stateline & Linear Park Cans	Maintenance Route	Checked & Emptied Cans	Trash		Cleaned	City	J & Cim	1.5	\$ 4.00	
2/25/19	Meyers Cans	Maintenance Route	Checked & Emptied Cans	Trash		Cleaned	County	J & Cim	2	\$ 4.00	
2/25/19	Pioneer-Sawmill Tour	Maintenance Route	Pick and Haul	Trash		Cleaned	County	J & Cim	3	\$ 2.00	
2/27/19	Fern 1054	Overflowing Dumpster	Dumpster Mandate	Trash		Cleaned	City	J & Cim	0.5		
2/27/19	Sunset Dr	Illegal Dump	Pick and Haul	2 couches		Cleaned	City	J & Cim	0.5		
2/27/19	Hwy 50-LTBlvd-Sawmill	Illegal Dump	Pick and Haul	Car Bumper		Cleaned	County	J & Cim	1.5	\$ 4.55	
2/27/19	Bellamy Sled Hill	Maintenance Route	Pick and Haul	Broken sleds		Cleaned	CTC	J & Cim	1		
2/27/19	Stateline to Los Angeles	Maintenance Route	Pick and Haul	Trash		Cleaned	City	J & Cim	6	\$ 2.50	
2/27/19	Forest 3754	Maintenance Route	Pick and Haul	mattress		Cleaned	City	J & Cim	0.5	\$ 21.10	\$ 20.00
2/27/19	Pentagon 3820	Overflowing Dumpster	<b>Sent to code</b>	full dumpster		not resolved	City	J & Cim	0.5		
2/27/19	Pentagon 3831	Overflowing Dumpster	<b>Sent to code</b>	full dumpser		not resolved	City	J & Cim	0.5		
2/27/19	Emerald Bay Rd 735	Animals in trash	<b>Sent to code</b>	Trash		Cleaned	City	J & Cim	0.5		
2/27/19	Oakland 2894	Property Check	Warning issued	Cans in view		Resolved	City	J & Cim	0.5		
2/28/19	Alameda 921	Property Reinspection	None	None		Resolved	City	J & Cim	0.5		

**CLEAN TAHOE PROGRAM**  
**Field Service Report - February 2019**

2/28/19	William 2537	Unsuitable Container	Warning issued	Overflowing trash		cleaned	City	J & Cim	0.5	\$ 5.75	
2/28/19	Sierra Tract-Silver Dollar	Maintenance Route	Pick and Haul	Trash		cleaned	city	J & Cim	5	\$ 1.30	
2/28/19	Truckee River	Illegal Dump	Pick and Haul	Cooler		cleaned	City	J & Cim	0.5	\$ 1.75	
2/28/19	Pioneer Tr-Hwy 89-N & S Up Truckee-Elks Club	Maintenance Route	Pick and Haul	Trash		cleaned	County	J & Cim	3	\$ 1.30	
2/28/19	Third St 1142	Overflowing Dumpster	Dumpster Mandate	Overflowing trash		Resolved	City	J & Cim	0.5		
					<b>Bag Count</b>				<b>Staff Hours</b>	<b>Dump Fees</b>	<b>Svc Fee/ Donation</b>
<b>TOTALS:</b>											
					6				129	\$178.95	\$97.80

# Memo

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**To:** Clean Tahoe Program Board of Directors

**From:** Catherine Cecchi, Executive Director

**Date:** March 15, 2019

**Re:** Amendment to Personnel Policies, scheduling and use of vacation time

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The following are recommended additions to our Personnel Policies regarding the scheduling and use of employee vacation time. They are being proposed because of the elevated level of field activity experienced from July-October and the obligations of the Program to meet the requirements of various contracts. The new policies were presented to staff last fall and have been reviewed and approved by the Personnel Committee.

## **Section 5.2 Vacation**

Full-time employees shall accrue benefits each pay period

<b>Years of Service</b>	<b>Accumulated Vacation Per Year</b>
First (1) year	40 hours (1 week)
Two (2) to Five (5)	80 hours (2 weeks)
Six (6) and more years	120 hours (3 weeks)

Employees shall not accrue vacation leave for any time spent on unpaid leave of absence

### **a. Use and Scheduling of Vacation Leave**

Employees may begin to use accrued vacation leave after completion of Twelve (12) months of continuous service with the Program. Vacation leave shall be taken with the approval of the Executive Director or the Personnel Subcommittee.

Use of vacation time from June 1st through September 30th will be restricted to a maximum of 80 hours total per employee.

Vacation time from June 1st through September 30th is restricted to a maximum of five consecutive workdays per employee (holiday time may also be incorporated).

All vacation requests of greater than three workdays must be submitted to the employee's supervisor and the Executive Director for consideration at least three weeks prior to the start date of the proposed vacation.

# Memo

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**To:** Clean Tahoe Program Board of Directors

**From:** Catherine Cecchi, Executive Director

**Date:** March 15, 2019

**Re:** Mid-year budget review

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As we near the half-way point in our fiscal year (end of March), the Program is looking like we're on track to again end the year with a healthy surplus. Staff is estimating a year-end surplus of \$19,153.

## **Income**

As of mid-March, we stand at 59% of overall income. We are projecting to end the fiscal year \$17,271 over budget for income. This is primarily attributed to the addition of the insurance payment received for the loss of the 2002 Ford F350 and the surcharge collection at the Transfer Station coming in higher than expected.

## **Expenses**

We are at 42% of total expenses as of March 15, 2019, and are projecting to end the year slightly below budgeted expenses.

## **Overall Status & Projection**

Attached is the Profit & Loss Statement through March 15<sup>th</sup> with staff projections for the year-end.

The Program is in a good financial situation with approximately \$135,000 in the bank. As a reminder, we ended FY 2017/18 with a budget surplus of \$37,438 and FY 2016/17 with a budget surplus of \$12,642.

**Clean Tahoe Program**  
**Mid-Year FY 2018/19 Budget Status (Accrual) & Projections for Year-End**

	Oct 1, 2018 - March 15, 2019	FY 18/19 Budget	% of Budget	Year-end projection 2018/19	Projected Over/ Under Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
Vehicle Insurance Settlement	11,111	0		11,111	11,111
Animal-in-Trash Cleanup Fee	1,645	2,500	66%	2,700	200
Bulk Item Pickup	720	1,475	49%	1,400	-75
Calif. Tahoe Conservancy	3,720	7,500	50%	7,500	0
<b>City of SLT/STR</b>					
City Commercial Surcharge	30,601	52,500	58%	54,000	1,500
City Residential Surcharge	34,012	67,800	50%	68,000	200
Transfer Station	26,212	44,500	59%	50,000	5,500
<b>Total City of SLT/STR</b>	<u>90,825</u>	<u>164,800</u>	<u>55%</u>	<u>172,000</u>	<u>7,200</u>
<b>Community Cleanup Day</b>					
Cleanup Day Sponsorship	5,000	5,600	89%	5,600	0
Cleanup Day Gate Receipts	0	5,250	0%	5,250	0
<b>Total Community Cleanup Day</b>	<u>5,000</u>	<u>10,850</u>	<u>46%</u>	<u>10,850</u>	<u>0</u>
<b>El Dorado County</b>					
County Commercial Surcharge	796	1,220	65%	1,350	130
County Residential Surcharge	5,553	11,050	50%	11,050	0
El Dorado County Assessment	17,958	27,000	67%	27,000	0
<b>Total El Dorado County</b>	<u>24,307</u>	<u>39,270</u>	<u>62%</u>	<u>39,400</u>	<u>130</u>
<b>Field Fees</b>					
Reimbursement of Dump Fees	1,540	4,400	35%	4,200	-200
Service Fees	830	2,850	29%	2,700	-150
<b>Total Field Fees</b>	<u>2,370</u>	<u>7,250</u>	<u>33%</u>	<u>6,900</u>	<u>-350</u>
<b>Grants</b>	0	2,500	0%	1,500	-1,000
<b>Mattress Pickup Program</b>	885	1,200	74%	885	-315
<b>Memberships</b>	1,570	3,500	45%	3,500	0
<b>Miscellaneous</b>					
Amazon Smile disbursement	48	50	96%	100	50
Bank Interest	13	20	65%	40	20
Capital One Rewards	81	275	29%	275	0



**Clean Tahoe Program**  
**Mid-Year FY 2018/19 Budget Status (Accrual) & Projections for Year-End**

	<b>Oct 1, 2018 - March 15, 2019</b>	<b>FY 18/19 Budget</b>	<b>% of Budget</b>	<b>Year-end projection 2018/19</b>	<b>Projected Over/ Under Budget</b>
Donations	163	1,000	16%	1,000	0
Stock Dividend	107	150	71%	175	25
<b>Total Miscellaneous</b>	<b>412</b>	<b>1,495</b>	<b>28%</b>	<b>1,590</b>	<b>95</b>
<b>Redevelopment Successor Agency</b>					
Dump Fee Reimbursement	175	400	44%	425	25
Labor Fees	2,931	4,750	62%	5,000	250
<b>Total Redevelopment Successor Agency</b>	<b>3,106</b>	<b>5,150</b>	<b>60%</b>	<b>5,425</b>	<b>275</b>
<b>Total Income</b>	<b>145,671</b>	<b>247,490</b>	<b>59%</b>	<b>264,761</b>	<b>17,271</b>
<b>Expense</b>					
Square/PayPal Service Fees	14	0	100%	30	30
Advertising/Promotions	75	1,100	7%	1,100	0
<b>Cleanup Day (S. Shore)</b>					
Tonnage/Transportation - SLT	0	6,300	0%	6,300	0
PR/Advertising	0	1,200	0%	1,200	0
Misc.	0	300	0%	300	0
<b>Total Cleanup Day (S. Shore)</b>	<b>0</b>	<b>7,800</b>	<b>0%</b>	<b>7,800</b>	<b>0</b>
<b>Cleanup Day (Tahoma)</b>	<b>0</b>	<b>2,000</b>	<b>0%</b>	<b>2,000</b>	<b>0</b>
<b>Events (GSRC &amp; other cleanups)</b>					
PR/Advertising	0	1,200	0%	1,200	0
Supplies	0	300	0%	300	0
<b>Total Events (GSRC &amp; other cleanups)</b>	<b>0</b>	<b>1,500</b>	<b>0%</b>	<b>1,500</b>	<b>0</b>
Dues/Subscriptions/Memberships	75	2,165	3%	2,165	0
Dump Fees	3,063	9,000	34%	8,500	-500
Education/Training	0	200	0%	200	0
Field Supplies	491	1,400	35%	1,200	-200
Gen Admin/Program Expense	617	650	95%	700	50
<b>Insurance</b>					
Director's Liability	1,086	1,200	91%	1,086	-114
General Business	1,998	2,400	83%	1,998	-402

**Clean Tahoe Program**  
**Mid-Year FY 2018/19 Budget Status (Accrual) & Projections for Year-End**

	<b>Oct 1, 2018 - March 15, 2019</b>	<b>FY 18/19 Budget</b>	<b>% of Budget</b>	<b>Year-end projection 2018/19</b>	<b>Projected Over/ Under Budget</b>
<b>Total Insurance</b>	3,084	3,600	86%	3,084	-516
<b>Internet &amp; Email</b>					
Internet Service Provider	234	540	43%	540	0
Website and Email	334	1,000	33%	1,200	200
<b>Total Internet &amp; Email</b>	568	1,540	37%	1,740	200
<b>Membership</b>					
Bulk Mail	0	500	0%	500	0
<b>Total Membership</b>	0	500	0%	500	0
<b>Mileage Reimbursement</b>	154	250	62%	250	0
<b>Minor Equipment</b>					
Computer	0	0	0%	1,000	1,000
Misc. Office Equipment	0	500	0%	500	0
Minor Equipment - Other	1,184	1,200	99%	1,184	-16
<b>Total Minor Equipment</b>	1,184	1,700	70%	2,684	984
<b>Office Expense</b>					
Postage	106	300	35%	300	0
Copy Machine Lease	1,244	2,625	47%	2,625	0
Office Supplies	321	500	64%	500	0
<b>Total Office Expense</b>	1,671	3,425	49%	3,425	0
<b>Rent</b>	7,500	15,500	48%	15,500	0
<b>Payroll Expenses</b>					
Employee Retirement Plan					
Retirement Plan Employer Match	893	3,625	25%	2,800	-825
Retirement Plan Admin Costs	580	980	59%	860	-120
<b>Total Employee Retirement Plan</b>	1,473	4,605	32%	3,660	-945
<b>Gross Payroll</b>					
Clerical	9,777	21,465	46%	21,465	0
Manager	22,707	49,504	46%	49,504	0
Field Crew	30,232	71,400	42%	70,000	-1,400
Overtime Crew	0	1,755	0%	1,755	0
<b>Total Gross Payroll</b>	62,716	144,124	44%	142,724	-1,400

**Clean Tahoe Program**  
**Mid-Year FY 2018/19 Budget Status (Accrual) & Projections for Year-End**

	<b>Oct 1, 2018 - March 15, 2019</b>	<b>FY 18/19 Budget</b>	<b>% of Budget</b>	<b>Year-end projection 2018/19</b>	<b>Projected Over/ Under Budget</b>
<b>Employer Taxes</b>	5,841	14,000	42%	14,000	0
<b>Workers Compensation</b>	3,916	8,450	46%	8,600	150
<b>Workers Comp Refund</b>	-504	0	100%	-504	-504
<b>Total Payroll Expenses</b>	73,442	171,179	43%	168,480	-2,699
<b>Professional Fees</b>					
<b>Accounting &amp; Bookkeeping</b>	475	2,000	24%	1,750	-250
<b>Miscellaneous Fees</b>	75	0	100%	75	75
<b>Total Professional Fees</b>	550	2,000	28%	1,825	-175
<b>Repairs</b>					
<b>Computer Repairs</b>	0	400	0%	0	-400
<b>Total Repairs</b>	0	400	0%	0	-400
<b>Telephone</b>	1,520	3,660	42%	3,660	0
<b>Uniforms</b>	251	600	42%	600	0
<b>Utilities</b>					
<b>Electric</b>	294	675	44%	675	0
<b>Natural Gas</b>	0	0	0%	0	0
<b>Total Utilities</b>	294	675	44%	675	0
<b>Vehicles</b>					
<b>New Vehicle Accessories (GMC)</b>	5,440	3,896		5,440	1,544
<b>Fuel</b>	2,271	6,500	35%	5,500	-1,000
<b>Insurance</b>	765	3,950	19%	3,950	0
<b>Maintenance</b>	0	800	0%	1,600	800
<b>Registration</b>	700	1,500	47%	1500	0
<b>Total Vehicles</b>	9,176	16,646	55%	17,990	1,344
<b>Total Expense</b>	103,729	247,490	42%	245,608	514
<b>Net Ordinary Income</b>	41,942	0	100%	19,153	19,153

# Clean Tahoe Program

## Executive Director

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### PAY SCALE

**\$25.75    \$26.20    \$27.25    \$28.00    \$28.75**

### ABOUT THE POSITION:

Appointed by and reporting to the Clean Tahoe Program Board of Directors, the Executive Director performs a variety of duties to further litter and refuse awareness and abatement programs within the City of South Lake Tahoe and El Dorado County portion of the Tahoe Basin.

Employee will serve at the pleasure of the Board of Directors and will exercise functional or technical supervision over the Program Assistant, Field Assistant, El Dorado County Community Service Program's assignees, volunteers, temporary employees and others.

### EXAMPLES OF DUTIES OF THE EXECUTIVE DIRECTOR:

#### Administrative

- Oversees all aspects of the Clean Tahoe Program, including the development and oversight of Program contracts with the City of South Lake Tahoe, El Dorado County, Tahoe Resource Conservation District/CTC, and others as necessary.
- Assists Program Assistant with general office duties including answering phone, dispatching calls to field staff, greeting the public.
- Evaluates Program's insurance needs and serves as point of contact for all insurance needs and claims.
- Serves as liaison with Program Board of Directors. Organizes and schedules Board meetings and prepares packets for Board including meeting agenda, staff reports, etc.
- Creates and prepares moderately complex reports, letters, memos, and statistical information, including annual reports to the City and County.
- Works with bookkeeper and CPA to prepare tax returns, other required documents to maintain nonprofit status.

#### Human Resources

- Serves as HR & Hiring Manager. Trains, directs and evaluates employees.
- Serves as direct supervisor of the Field Crew Supervisor and Program Assistant.

#### Finance & Budgeting

- Prepares annual budget for Board consideration. Presents budget and appropriate annual reports to City Council.
- Prepares monthly financial reports for Board of Directors.

- Responsible for Accounts Payable and payroll, including administration of 401k as well as the preparation, execution and distribution of all checks.
- Responsible for Accounts Receivable (with assistance from Program Assistant).
- Tracks collection of Clean Community Fund & sends quarterly invoices to City staff. Works with City staff on budgeting and payments.

### **Fundraising**

- Ensures fundraising goals are met.
- Researches grant opportunities and applies for qualifying grants.
- Manages Program's membership program including setting annual goal, creating and sending solicitations, gift processing, and gift acknowledgements.

### **Policy/Programs**

- Along with Program Assistant, responds to litter problems reported to the office and makes judgments on the extent of the problem, the cause and responsibility of the problem and jurisdiction of the problem.
- Monitors on-going refuse and litter control problems and recommends changes to address particular needs/issues.
- Works closely with South Tahoe Refuse, City staff and County Environmental Management Department regarding dumpster maintenance and litter nuisances. Acts as a liaison with agencies responsible for littered areas outside the Program's jurisdiction (such as the United States Forest Service).
- Works with field crew to ensure they have necessary supplies and tools to perform tasks.
- Oversees maintenance of Program vehicles.

### **Communications & Outreach**

- Develops and implements public information, promotion and education programs to increase awareness of and participation in Program's activities.
- Acts as spokesperson and liaison with interested public and private entities. Coordinates presentations as needed with the community, civic organizations, governmental boards and service clubs.
- Manages and edits Clean Tahoe website and assists Program Assistant with social media outreach.
- Acts as a Public Information Officer for the Clean Tahoe Program. Interacts with the media by producing informational articles, submitting PSAs, doing radio and television interviews.
- Establishes and maintains effective working relationships with a variety of individuals, community groups, businesses, advisory boards, media and governmental agencies. Attends meetings of various government entities (City Council, Waste Management JPA, TRPA) as needed and serves as spokesperson for the Program.
- Responds verbally and in writing to requests for information or assistance from citizens, businesses, community groups, etc.

- Develops outreach materials such as fact sheets, brochures, display boards, etc.

### **Events & Volunteers**

- Organizes all aspects of annual special events, Community Cleanup Day (\$5 Dump Day) and Spring Clean.
- Represents the Program at community events such as, but not limited to, Earth Day and Business Expo. Partners with other organizations to host events such as annual Bike Path Cleanup event and Great Sierra River Cleanup.
- Develops and supervises ongoing volunteer and community service programs. Organizes local business, residents or agencies in special cleanups as needed.

### **QUALIFICATIONS OF THE EXECUTIVE DIRECTOR:**

- General knowledge of the role and potential impact of litter abatement in overall solid waste management policies and programs.
- Ability to organize and coordinate comprehensive operational programs, involving both public agencies and community participation.
- Ability to research, interpret and evaluate administrative and/or technical issues and make appropriate recommendations for action.
- Ability to establish and maintain effective working relationships with other employees, colleagues, and the general public.
- Ability to make public appearances and presentations to private and governmental agencies.
- Ability to communicate effectively orally and in writing at a level necessary for successful job performance.
- Ability to learn the organizational procedures, and operating details of the Clean Tahoe Program.
- Knowledge of Windows, Microsoft Office, Google Suite, Quickbooks, Adobe Acrobat, and Wix website editing preferred.
- Working knowledge of the California Open Meeting Law (Ralph M. Brown Act) as well as proper meeting procedures and Robert's Rules of Order.
- Possession at the time of hire and continued uninterrupted maintenance of a California or Nevada Driver's License and safe driving record acceptable to the Program's insurance carrier.
- Knowledge or fluency of Spanish language is advantageous.

### **EXPERIENCE AND TRAINING NECESSARY:**

- Bachelor's Degree preferred but any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.
- Pre-employment drug screening and a DMV printout are required.