MINUTES OF REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
OCTOBER 16, 2019

CALL TO ORDER:

A Meeting of the Board of Trustees of the Douglas County Lake Tahoe Sewer Authority (DCLTSA) was duly convened at 9:30 a.m. on Wednesday, October 16, 2019 at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

ROLL CALL:

Present were Trustees Mike Bradford, Darya Vogt, Wes Rice, Grant Thompson and Chuck Fagen.

RECOGNITION OF OTHERS IN ATTENDANCE:

In attendance were Authority Manager Rob Hopkins, Authority Controller Paula East-Janicki, Authority Accountant, Ying Johnson, Authority Engineer, Rob Anderson, the Authority's attorney, James Cavilia and Bob Cook. Also, in attendance were Andrew Hickman of Round Hill General Improvement District (RHGID) and Wayne Carlson of Nevada Pool Pact.

PUBLIC COMMENT:

There was no public comment.

APPROVAL OF AGENDA:

It was moved by Trustee Rice, seconded by Trustee Thompson and carried unanimously (5-0) that the agenda be approved and adopted as presented.

MINUTES OF PRIOR MEETING:

It was moved by Trustee Thompson, seconded by Trustee Vogt and carried unanimously (5-0) that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated September 18, 2019, be approved.

DISCUSSION AND POSSIBLE ACTION TO ELECT CHAIR, SECRETARY AND TREASURER OF THE DCLTSA BOARD:

Following a brief discussion among the Trustees, **it was moved by Trustee Thompson and seconded by Trustee Fagen that Mike Bradford be appointed as Chair of the Board, that Darya Vogt be appointed as Secretary and that Wes Rice be appointed as Treasurer.** Chairman Bradford opened the floor to public comment regarding the matter. There was no public comment. **The motion passed unanimously.**

MANAGER'S REPORT:

A. General Status Report

Authority Manager, Rob Hopkins presented the Board with a written summary of various general matters related to the Authority and briefly summarized each item in the written report.

Mr. Hopkins reported that he and other Authority staff recently toured the Nevada County Sanitation District's Lake of the Pines Wastewater Treatment Plant in order to evaluate a grit, rag and grease removal system being considered for installation at the Authority's plant. Mr. Hopkins indicated that it is believed that the system will work well and could be install in the currently mothballed Dissolved Air Flotation building just south of the Authority office. Mr. Hopkins stated that staff would continue to work with HDR and K.G. Walters on this possibility.

Mr. Hopkins indicated that the Authority Controller, Paula East-Janicki, and the Authority Accountant, Ying Johnson, having been working with Eide Bailly on the annual audit. Mr. Hopkins expressed his appreciation for the work of Ms. East-Janicki and Ms. Johnson.

With regard to the sewer interceptor relocation at the Tahoe Beach Club (TBC), Mr. Hopkins stated that the major construction work has been successfully completed with only minor items to be completed.

Mr. Hopkins reported that new water lines and conduits have been installed at the Redundant Beach Pump Station as part of upgrading that facility.

Mr. Hopkins stated that Authority staff, together with TESCO technicians, replaced a programmable logic controller that transmits flowmeter data to the plant.

Regarding the Authority's export force main in the Carson Valley, Mr. Hopkins reported that R.O. Anderson was working with the Nevada Department of Transportation (NDOT) to updated the Authority's easements as the result of the recent relocation of a portion of the force main.

Chairman Bradford opened the floor to public comment regarding the matter. There was no public comment.

ENGINEER'S REPORT:

A. General Projects Status Report

In addition to his participation in the Manager's Report, Rob Anderson presented correspondence dated October 15, 2019 briefly summarizing various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The October 15, 2019 correspondence is incorporated in these minutes by this reference.

Mr. Anderson reported that his staff is continuing to work with Authority staff to monitor the volume data from the Bently effluent storage reservoir.

With regard to the Werbin residence, Mr. Anderson indicated that a will-serve letter has, once again, been requested based upon the latest development plan.

Mr. Anderson stated that he and his staff are working with the Nevada Division of State Lands on updating and obtaining easements for locations in the Carson Valley where the Authority's effluent force main crosses certain sloughs.

In response to a question from Trustee Rice, Mr. Anderson indicated that he believed that the Bently reservoir would continue to have sufficient capacity for the Authority's effluent for a period from 20 to 45 years depending upon the growth rate in Douglas County.

Mr. Anderson reported that work was continuing regarding meter reconciliations for Tahoe Douglas District and RHGID. Mr. Anderson indicated that some issues remain with regard to inflow and infiltration as well as accuracy of meters. Mr. Anderson stated that this work would continue until there was confidence that the Authority was receiving the most accurate data reasonably possible.

Chairman Bradford opened the floor to public comment regarding the matter. There was no public comment.

ATTORNEY'S REPORT:

A. General Status Report

Mr. Cavilia had nothing additional to report. Chairman Bradford opened the floor to public comment regarding the matter. There was no public comment.

B. Discussion and possible action regarding leak/warranty issue with the Underground Emergency Storage Tanks

Mr. Cavilia indicated that a trial date in the matter had been set for November 2020. Chairman Bradford opened the floor to public comment regarding the matter. There was no public comment.

AUTHORITY CONTROLLER'S REPORT:

A. General Status Report

Ms. East-Janicki reported that operating expenses are more than 2.5% under budget through the end of August. Ms. East-Janicki reported that from September 12th through October 10th approximately 313,000 gallons of water have been pumped out of the Emergency Underground Storage Tanks at a treatment cost of approximately $3,100.

Ms. East-Janicki stated that the fieldwork portion of the Authority's annual audit has been completed and that the auditor has been very easy to work with. Ms. East-Janicki added that the Authority's audited financial statement will be ready for review at the next Board meeting.

Ms. East-Janicki explained that the State Revolving Fund Loan (SRFL) closed on October 3rd and that the first draw has been made. Ms. East-Janicki indicates that the SRFL funds can be used for costs associated with the loan like bond counsel's fees but cannot be used to pay the loan processing fee of $45,000 that has been paid to the Nevada Division of Environmental Protection (NDEP).

With regard to the billing of customers, Ms. East-Janicki indicated that collections are going very well. Ms. East-Janicki indicated that the TBC had recently paid the Authority $63,860 for dewatering and cost reimbursements and have subsequently been billed an additional $74,760 for dewatering and $9,140 for cost reimbursements.

Chairman Bradford opened the floor to public comment regarding the matter. There was no public comment.

B. Investment Report

Ms. East-Janicki had a written summary of the Authority's investments available, showing a total of approximately $9.8 million. Ms. East-Janicki reported that one Authority CD at the rate of 2.3% recently matured, and the money was reinvested in Local Government Investment Pool, which has a current interest rate of 2.3%.

Chairman Bradford opened the floor to public comment regarding the matter. There was no public comment.

APPROVAL OF CLAIMS:

The claims along with the Authority's check register were provided to the Board Treasurer and were approved.

REPORTS/UPDATES FROM BOARD OF TRUSTEES CONCERNING THE AREAS OR DISTRICTS THEY REPRESENT:

Trustee Vogt reported that KGID was currently reviewing plans for the next building at the TBC.

Trustee Fagen indicated that RHGID was not having a Board meeting in October.

Trustee Thompson reported that TDD was continuing its work with RHGID regarding the metering of sewage flow to the plant and the apparent discrepancies in meter readings. Trustee Thompson stated some of the discrepancies may be the result of the different types of meters and that TDD was committed to continuing with the process.

Trustee Rice indicated that the November 20th date of the next planned meeting was not good because of a Tahoe Regional Planning Agency meeting scheduled for the same day. Following input from the Trustees and staff it was agreed that the November Board meeting would be held on November 21st.

Trustee Rice added that he had recently attended a meeting regarding stormwater improvements in the area of Kahle Drive. Trustee Rice indicated that he hoped improvements to Kahle Drive could be completed using funds from the Redevelopment Authority. Finally, Trustee Rice stated that NDOT was planning to resurface the highway from the state line to Spooner Summit in 2022.

Chairman Bradford added that the planned loop road and events center would be huge projects for the economic health of the area.

Chairman Bradford opened the floor to public comment regarding the matter. There was no public comment.

Trustee Rice excused himself from the meeting as did the Authority Engineer, Rob Anderson, and the Authority's legal counsel, Jim Cavilia.

PUBLIC COMMENT:

There was no public comment.

Nevada POOL Training Session on Ethics and Open Meeting Laws

Wayne Carlson of Nevada Pool provided the Board with training in applicable Ethics and Open Meeting laws.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 12:45 p.m.

Charles E. Fagen

APPROVED

Michael A. Bradford

4840-1424-1452, v. 1

Meeting Date: October 16th, 2019

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report – October 2019
A. General Status Report

Staff Recommendation:

None. This is an informational item only.

Discussion/Report:

This item is regularly agendized to afford the Authority General Manager the opportunity to update the DCLTSA Board of Trustees on select activities over the previous month.

1. Authority staff toured the Nevada County Sanitation District's Lake Of The Pines Wastewater Treatment Plant (LOTP) to ask LOTP staff questions regarding the performance of a Huber "package" grit, rag and grease removal system that is under consideration for use at our treatment plant as part of the Treatment Plant Upgrades Project (Photos attached). LOTP first installed Huber grit removal systems in 1993 and has been very satisfied with the reliability and quality of the Huber systems.
   Staff, in conjunction with HDR Engineering and Authority CM@R Contractor K.G. Walters, are investigating the possibility of utilizing the mothballed Dissolved Air Flotation building just south of the Authority offices to house the unit. Housing the Huber unit in this building would allow for the unit to be more easily serviced in inclement winter weather as well as provide odor control for the unit.

2. Authority Controller East-Janicki and Authority Accountant Johnson assisted Eide Bailly in their performance of the Fiscal 2018 Sewer Authority audit. As always, our staff is to be commended for their attention to detail and responsiveness during this process. Details of the initial phases of the 2018 audit may be covered by Authority Controller East-Janicki.

3. The heavy construction for the relocation of the 24-inch gravity sewer interceptor on Tahoe Beach Club property is complete and the new main is in service. Work remaining at the time of this writing are installation of one new drop inlet on Manhole 310 and sealing of a few minor groundwater leaks identified in the new manhole barrels. This work is anticipated to be completed in the last two weeks of the month of October 2019.

4. Authority staff have installed new water lines and conduit in order to convert the Redundant Beach Pump Station (RBPS) pumps to mechanical seals.

5. Authority staff and TESCO technicians replaced the failing Programmable Logic Controller (PLC) that downloads and transmits KGID sewer flowmeter data to the Treatment Plant.

6. Work to update the easement for the Export Force Main where it was relocated away from the NDOT bridge at Brockliss Slough is underway. Authority Engineer R.O. Anderson may provide details under his report.



LOTP Huber grit unit – rag screen auger out for routine servicing.



Huber package grit, rag and grease removal unit, similar to the unit at the Lake of the Pines WWTP.

R O Anderson

October 14, 2019

Via E-mail

Board of Directors
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
P.O. Box 578
Zephyr Cove, NV 89448

Authority Engineer's Monthly Report – October 2019

Dear Members of the Board:

The following report presents a summary of activities undertaken on behalf of the Authority since our last meeting together on September 18, 2019. During this period, we provided services in the following areas:

1) General Engineering Services
2) Meter Reconciliation; RHGID-TDD

The following paragraphs provide a brief description of these efforts and progress related to each of these efforts.

General Engineering Services: R.O. Anderson Engineering, Inc. (ROA) assisted and participated with Authority personnel on various engineering-related assignments including participation in project coordination meetings and phone calls with Authority staff, legal counsel, and Board members on an as-requested basis. In addition to these activities, we have participated in the following specific tasks:

- Bently Reservoir Levels: We are working with Authority staff to obtain the spring and fall volume data from the Bently Reservoir that is needed to determine the answer to the questions from last meeting. We expect to be able to report on this item at the November Board meeting.
- Werbin Residence, 119 and 120 Snowbird Court, 1010 Holly Lane; all within Lake Village: Mr. Lenny Werbin, by and through his representative Basin Strategies, submitted a request for will-serve letters for the three new proposed structures. We are in process of informing Basin Strategies of the official submittal requirements in order to review and respond to the will-serve request.
- NDSL easement application: The Nevada Division of State Lands easement requirements have grown since last meeting's report. NDSL is now requesting applications for easements at the West Brockliss and Home Slough crossings in addition to the East Brockliss crossing (the site of the relocation construction project). DCLTSA currently has easements only at the East Fork and West Fork

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Carson River crossings. We will need to survey the high-ordinary water line and then prepare legal descriptions and exhibits to complete the applications.

Meter Reconciliation; RHGID-TDD: Pursuant to the Board's directives at the last Board meeting, we have successfully deployed temporary meters at four locations that include: a) immediately upstream of the Marla Bay Lift Station (TDD); b) at the location where TDD's discharge pipe enters the interceptor that carries flows from both TDD and RHGID; c) at the point where flows from RHGID enter the same interceptor; and, d) an existing manhole within the Wyndam South Lake Tahoe Resort (formerly Trend West development) that carries flows from both RHGID and TDD. As of this date, we collected the initial metering data on October 3rd, and summarized our observations from a review of that data in a memorandum dated October 10th; a copy of the memorandum is attached. We also collected data on October 10th; we are reviewing that data now and expect to complete the memorandum summarizing those observations in advance of the Board meeting.

I will be present at the Board meeting and available then to review this information in greater detail, as well as address any specific questions or concerns Board members might have relative to these subjects. Thank you for your continued confidence.

Yours faithfully,

R.O. ANDERSON ENGINEERING, INC.

Robert O. Anderson, PE, WRS, CFM
Principal Engineer

cc: Jim Cavilia, Esq.
Paula East-Janicki
Rob Hopkins

R O Anderson

MEMORANDUM

Via E-mail

DATE: October 10, 2019

TO: Andrew Hickman, General Manager Round Hill General Improvement District
Janet Murphy, General Manager Tahoe Douglas District

FROM: Robert O. Anderson, P.E., CFM, WRS
R.O. ANDERSON ENGINEERING, INC.

SUBJECT: TDD/RHGID Flow Metering Fall 2019 – Flow Metering Results for Week of September 26, 2019 through October 3, 2019

The following paragraphs briefly summarize the daily flow data collected from the various meters for the listed time period.

Flow data was collected from the following flow meters to derive the attached graphs:

- For this period, the listed TDD flows were taken directly from the OPS spreadsheet maintained by DCLTSA. These flows are, therefore, the flows that are recorded at TDD's mag meter.
- The listed RHGID flows were taken directly from the temporary meter installed in the what is referred to as Manhole 13-020, which is located on the existing sewer main that captures and conveys virtually all flow from RHGID.
- The flow data that is labelled as Wyndam is data collected from what is referred to as Manhole 13-070. With the exception of the sewer flows from the minor commercial buildings located at our immediately adjacent to the intersection of Elks Point Road and U.S. Highway 50 and the flows generated at what is now known as the Wyndam South Lake Tahoe Resort, all sewer flows from RHGID and TDD flow through this manhole.

As you review the attached graphs where the flow data is compiled, you'll see that during this period the Wyndam meter is reporting more flow than the combined flows of TDD plus RHGID. This difference is likely attributable to infiltration and/or inflow (I/I) into the existing interceptor that carries flows from both districts. The volume attributable to I/I represents about 7% of the combined flows for this period.

During this period there were no run-off causing precipitation events, but there was some snow in the basin.

cc. Paula East-Janicki
Rob Hopkins
Grant Thompson

Attachments

(End of Memorandum)

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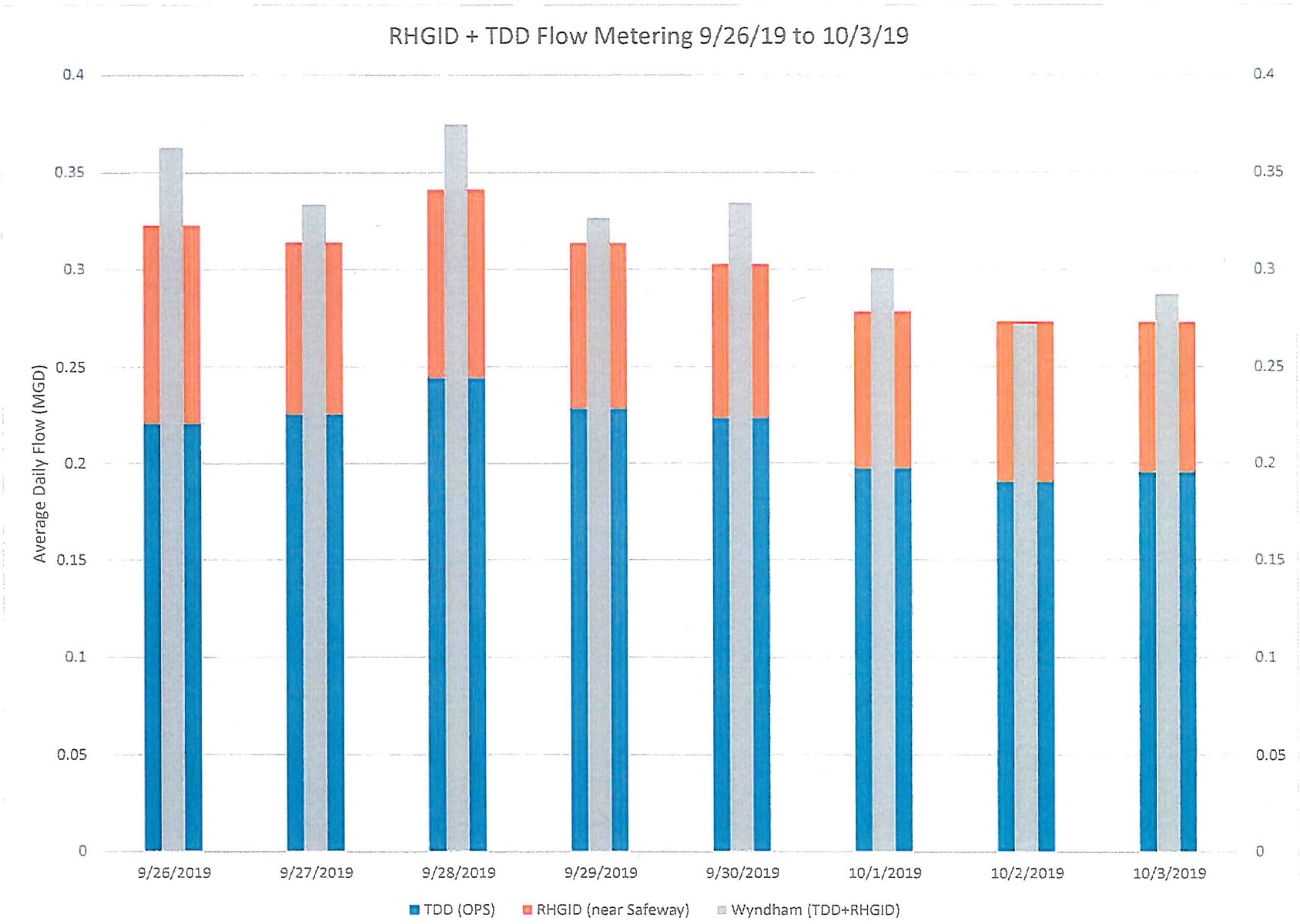
RHGID + TDD Flow Metering 9/26/19 to 10/3/19
Average Daily Flow (MGD)
0.4
0.35
0.3
0.25
0.2
0.15
0.1
0.05
0
9/26/2019
9/27/2019
9/28/2019
9/29/2019
9/30/2019
10/1/2019
10/2/2019
10/3/2019
TDD (OPS)
RHGID (near Safeway)
Wyndham (TDD+RHGID)

AUTHORITY CONTROLLER'S

BOARD REPORT – October 16, 2019

General Status Report

At the end of August, our operating expenses were more than 2.5% under budget. As we head into months with lower flows, I would expect the overages in electricity and chemicals to smooth out.

During the past month, September 12 through October 9, 2019 approximately 313,000 gallons of groundwater was pumped out of the Emergency Underground Storage Tanks, at an approximate treatment cost to the Authority of $3,100. Clearly, the groundwater level is still receding, so those amounts have gone way down over the past two months.

The fieldwork part of our annual audit is complete. Eide Bailly has been very good to work with. I still have the footnotes to financials to prepare, but the final audited statements will be ready for adoption at the November board meeting. Incidentally, I goofed up and suggested changing the meeting to November27. That's the day before Thanksgiving, so we'll want to have it on the normal day, November 22.

State Revolving Fund

The State Revolving Fund Loan closed on October 3rd and the first draw of $86,191 was deposited into our LGIP accounts. We have paid the $45,000 NDEP loan processing fee and have Kendra Follett's invoice for $35,050 ready to be paid. The loan processing fee is not eligible for reimbursement from the loan proceeds, but bond counsel's is. I'll wait until I get Marty Johnson's invoice before I apply for the next draw.

Status of Billing

We sent out 2nd Quarter invoices on October 1, and the money is rolling in. I'll report on receivables due next month.

TBC paid dewatering charges and reimbursement of costs in the approximate amount of $63,860 a couple weeks ago. Since then I sent them invoices in the amount of $74,760 for dewatering and $9,140 for reimbursement of costs.

Investment Report

We have more than $9.8 million dollars invested in liquid Wells Fargo and Local Government Investment Pool (LGIP) accounts and longer-term laddered CD's. Those amounts do not include the loan proceed or reserve accounts. In the future I will report on those separately.

Since the last meeting, we had a CD mature at 2.3%, and the highest CD rates available for reinvestment were 1.8%, so I moved the money to a Local Government Investment Pool Account. It is still paying 2.3%. I put a list of current CDs in the packet.

Claims and Check Register

I sent you copies of the wires and check register from September 19 through October 11, 2019. If there are no questions, I would ask that the Treasurer sign them and return them to me for our records.