MINUTES OF REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
April 15, 2020

CALL TO ORDER:

Due to the Governor's mandated steps to protect against the spread of the Coronavirus (Covid-19), a Meeting of the Board of Trustees of the Douglas County Lake Tahoe Sewer Authority (DCLTSA) was duly convened via telephone conference call at 9:30 a.m. on Wednesday, April 15, 2020 originating at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

ROLL CALL:

Present and taking part via telephone connection were Trustees Mike Bradford, Darya Vogt, Grant Thompson, Chuck Fagen and Wes Rice. Each of them could hear all others taking part in the meeting.

RECOGNITION OF OTHERS IN ATTENDANCE:

Also in attendance were Authority Manager Rob Hopkins, Authority Controller Paula East-Janicki, Ying Johnson, Authority Accountant, and telephonically Rob Anderson, Authority Engineer, the Authority's attorney, Ryan Russell, Bob Cook and Paul Kearney of Summit Plumbing.

PUBLIC COMMENT:

There was no public comment.

APPROVAL OF AGENDA:

It was moved by Trustee Vogt, seconded by Trustee Thompson and carried unanimously that the agenda be approved and adopted as presented.

MINUTES OF PRIOR MEETING:

It was moved by Trustee Rice, seconded by Trustee Fagen and carried unanimously that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated March 18, 2020, be approved, with the minor revision noted.

DISCUSSION AND POSSIBLE ACTION:

Discussion and possible execution of a three-year contract with Summit Plumbing Co., LLC for Wastewater Collection System Cleaning and Emergency Service in the amount of $189,000, plus Bid Alternative 1 for CCTV inspection of lines in the amount of $33,696 for a total amount of $222,696 – for possible action.

It was moved by Chairman Bradford, seconded by Trustee Vogt to approve a three-year contract with Summit Plumbing Co., LLC for Wastewater Collection System Cleaning and Emergency Service in the amount of $189,000, plus Bid Alternative 1 for CCTV inspection of lines in the amount of $33,696 for a total amount of $222,696. Motion carried 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. The written report is incorporated in these minutes by this reference.

Following thoughtful discussion and questions from the Trustees, 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 a report in the form of correspondence dated April 14, 2020, and briefly summarizing each item therein as well as various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The April 14, 2020 correspondence is incorporated in these minutes by this reference.

Following thoughtful discussion and questions, Chairman Bradford opened the floor to public comment regarding the matter. There was no public comment.

ATTORNEY'S REPORT:

A. General Status Report

Mr. Russell reported on efforts to secure the Authority's ability to collect on past due accounts and arrearages, as well as efforts to work in conformance with the Governor's directives during the pendency of his Emergency Declaration. There was no public comment.

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

Mr. Russell had nothing new to report. There was no public comment.

AUTHORITY CONTROLLER'S REPORT:

A. General Status Report

Ms. East-Janicki indicated that her report was provided and that she was happy to answer any questions. That report is incorporated in these minutes by this reference. There were no questions and no public comment.

B. Investment Report

Ms. East-Janicki had a written summary of the Authority's investments available, showing a total of approximately $10 million. Ms. East-Janicki reported that this amount does not include loan proceeds from the SRFL or the reserve account for the loan.

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.

Following thoughtful discussion and questions, Chairman Bradford opened the floor to public comment regarding the matter. There was no public comment.

It was moved by Trustee Vogt, seconded by Trustee Fagan to approve the claims as presented. Motion carried unanimously.

Reports/updates from Board of Trustees concerning the areas or districts they represent:

Chairman Bradford indicated that the Lakeside Inn will not reopen following the temporary closure which stemmed from the coronavirus. Trustees and staff expressed their condolences, best wishes, and appreciation for the long relationship between the Authority and the Lakeside.

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

PUBLIC COMMENT:

There was no public comment.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 10:45 a.m.

Charles E. Fagan

APPROVED

Tanya Vogt

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report – April 2020
A. General Status Report

Staff Recommendation:

None. This is an informational item only.

Discussion/Report:

This item serves to afford the Authority General Manager the opportunity to update the DCLTSA Board of Trustees on select activities over the previous month(s).

1. Hydro-blasting of Aeration Basins #1-4 is well underway. This work is necessary to prepare the concrete surface of the aeration basins for coating application. The recent wet weather has caused a few minor delays, but overall, the work is on schedule (Photos attached).

2. A monitor and microphone system have been purchased and installed in the DCLTSA Board Room. This equipment has been installed in order to facilitate remote-hosted meetings in response to the Covid-19 outbreak and social distancing guidelines. We are acting under the assumption that some sort of social distancing will remain in place for the next several months. To date, we have conducted one remote meeting, using Web-Ex, with staff from HDR and K.G. Walters. We will be continuing to expand our capability, exploring possibilities such as using Microsoft Zoom or other software to conduct Board and other meetings moving forward.

3. Work related to the selection and placement of diffused air blowers and headworks packages has taken place in the past thirty days. Blower location was relocated within the Treatment Plant to minimize the possibility of hydrogen sulfide corrosion of the blower units. We are hoping to present the Guaranteed Maximum Price package #2 to the Board at the May 2020 Board meeting.

4. Edgewood Companies has reached out to the Authority to consider a modified, two-stage construction plan for its "Casita" project. The project may present an opportunity for the Authority to participate with Edgewood in the replacement of a sub-standard section of the Authority's 24-inch gravity interceptor. Further details may be provided under the Authority Engineer's report.

5. Plan review for the Tahoe South Events Center continues. Plan review comments have been generated by the Authority Engineer and submitted to

TSEC Engineer Welsh-Hagen. Further detail may be provided by Authority Engineer R.O. Anderson.

6. The impact of the Corona virus related closure of the Casino Core on “In-Authority” Beach Pump Station (BPS) sewer flow contributions has been significant. For comparison, Average Daily Flow in March 2019 was 595,000 gallons per day. Flow average for the second half of March 2020 (post-shutdown) shows an Average Daily Flow at the BPS of 277,000 gallons per day.

7. The Sewer Authority has been recognized as Critical Infrastructure during this crisis. This has allowed vendors of PPE (N-95 masks, etc.) to prioritize sales to the Authority. The Authority has placed a significant order for additional masks for staff.

8. The Sewer Authority has taken several steps to maintain social distancing to protect staff.
    a. We have mandated no passengers in Authority vehicles (one crew member per vehicle).
    b. All “discretionary” projects that require 2 or more staff work in proximity (under 6 feet) have been put on hold.
    c. When work must be done in close proximity (under 6 feet for 15 or more minutes as general guidance) masks should be worn.
    d. Office work that can be done remotely is encouraged. Otherwise, office staff is encouraged to work “one person per office” with door closed when on site.
    e. Office fixtures like doorknobs, light switches, keyboards, mice are regularly sanitized. Disinfecting wipes have been provided to staff.
    f. All package deliveries are dropped off outside the office building.
    g. Areas where sewage flow may be aerosolized are to be avoided if possible. It is unknown currently whether Covid-19 is transmissible in sewage. Until more information is available, we will continue to err on the side of caution, wearing appropriate PPE when circumstances warrant.



Aeration Basins 1-4 showing hydro-blasted concrete surface



Worker clearing concrete debris.

R|O|Anderson

April 14, 2020

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 – April 2020

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 March 18, 2020. During this period, we provided services in the following areas:

1) General Engineering Services

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:

- Collection System Cleaning and Emergency Service Contract: The bid documents were completed and issued on March 26, 2020. Bid proposals were solicited directly from Summit Plumbing and Roto Rooter, the two lowest bidders from the last time this contract was bid in 2011. One bid was received from Summit Plumbing who was subsequently determined to be responsible and responsive. The base bid amount is $189,000/3 years (an 8% increase from the 2011 bid). The bid alternate for closed circuit television inspection of the whole system is $33,696. Please find attached our recommendation to award the contract to Summit Plumbing.
- Tahoe South Events Center: A second round of plan review comments were recently completed and issued to Welsh-Hagen, the civil engineering firm representing this project. The plan comments are relatively minor; questions regarding the capacity calculations remain the biggest issue.
- Hwy 50 Infrastructure Capacity Analysis: Spurred by the proposed Tahoe South Events Center development, a capacity analysis has been initiated of an existing sewer pipe under Hwy 50 in the Casino corridor. The DCLTSA infrastructure map book indicates there is one pipe segment with smaller diameter and lesser slope

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than the other pipes in this area, and it is suspected of limiting the current capacity of the upstream system. We are working on determining the amount of flow that this section of pipe could be expected to convey.

- Edgewood Proposed Interceptor Relocation Project: We last reported on this project in August 2019 when it was understood that the project was on hold. Recently, I understand that Chairman Bradford spoke directly with representatives of Edgewood and a plan has been advanced by them that avoids, at least initially, the need to relocate the existing interceptor. A conference call has been arranged for later this week, when this revised approach to the project will be discussed. Edgewood is keen to proceed with this next phase of the project to retain and remain compliant with the project's TRPA permit.

- Annual Flow Report: In anticipation of this report, we have been working cooperatively with Ms. East-Janicki to analyze and reconcile flow metering data for 2019. As the Board is aware, over the past 12 months there have been considerable efforts made by all contributing districts including DCLTSA to improve and refine flow estimates with the expectation of eventually ensuring that both capital and operational costs of the Authority are equitably distributed to all parties. These efforts are summarized in the attached memorandum. At the conclusion of the analysis presented therein we recommended that the 2019 RHGID's flows be estimated at 41.594 MG, which is 8.8% of the summation of the meter readings (472.949 MG).

  If the Board accepts this recommendation, it will represent a relatively modest 0.29% increase in RHGID's contribution over the projected percentage contribution (8.5%) from last year. This approach would result in a slight decrease in actual percentage contribution for KGID and TDD being -0.74% and -1.68%, respectively. Flows from within the District boundaries would increase about 2.1% from the project percentages adopted in the 2018 Flow Report.

  Flow projections for KGID, TDD and RHGID in 2020 should be somewhat higher that 2019 mainly to account for improved metering devices having been installed by DCLTSA and KGID. Additionally, the effect of the Governor's Emergency Order closing casinos and restaurants in response to COVID-19 concerns, has already significantly reduced flows from the casino core area (see graph attached to the memorandum). This effect on total flows may extend for several more months while our political and community leaders determine how best to deal with the social and economic impacts of this virus. Relative to flow contributions though, it is probable that KGID's, TDD's and RHGID's contribution to the total flows will increase. As a result, for the purposes of the 2020 Flow Report, we are recommending that the projected percentage contribution for each contributing area be set as forward below. These percentages, particularly for KGID and TDD, are generally consistent with the flow percentages

we have observed since the LaserFlow meter setting was adjusted on February 18th (see Table 1 included with the attached memorandum).

District	Actual Contribution (%)					2020 Projected Contribution (%)
	2015	2016	2017	2018	2019	
DCLTSA	45.34%	46.39%	48.21%	51.71%	51.12%	46.00%
RHGID	9.60%	8.54%	8.25%	8.42%	8.80%	9.00%
KGID	25.18%	25.21%	22.70%	19.89%	21.27%	23.00%
TDD	19.87%	19.87%	20.84%	19.98%	18.82%	22.00%
Total	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%

Notes:

1. Values displayed in table are rounded; values used in calculations are not, therefore summation of displayed values may not equal the total displayed value.

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 and the opportunity to provide these services.

Yours faithfully,

R.O. ANDERSON ENGINEERING, INC.

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

Attachments

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

AUTHORITY CONTROLLER'S

BOARD REPORT – April 15, 2020

General Status Report

At the end of February, our operating expenses were more than 9% under budget. We have paid the Eide Bailly bill of $38,000, so even with that to be under budget, we're doing really well.

Status of Billing

Prior to sending out the April 1 invoices, we only had $8,500 in past due invoices. Offsetting that, we have $28,780 in customer credits for people who have paid their bills ahead of time.

We have been contacted by several customers impacted by the economic shutdown, and Rob and I have been working with Ryan Russell to design template agreements to be used at our discretion with the individual users.

Underground Storage Costs To Date

During the month of March, 190,800 gallons of groundwater were pumped out of the Underground Storage Tank at a treatment cost of $1,891. The ground water has picked up a little, since the weather has gotten warmer.

Since the last Board meeting the only additional hard costs for the failed project were $5,761 for Lewis Roca Rothgerber Christie, the litigation attorneys.

Aeration Basin and Plant Upgrades Project

To date this fiscal year, we have drawn $458,324 down from the State Revolving Fund $9 million loan. Of that, more than $46,000 has been placed in the LGIP Reserve account which will eventually be used to make the last debt service payment on the loan account. As of the end of March, we've spent approximately $380,000 in this fiscal year toward that project. As Rob indicated to you, we anticipate the 2nd Phase Gross Maximum Price Contract for the headworks and grit screening equipment to be ready for Board approval at the May meeting.

Investment Report

We have a little more than $10.25 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. There has been no investment activity since the last Board meeting with the exception of interest earned. As I was writing this report, I got an email that LGIP paid 1.65% interest last month. That's a very good thing, better than any CD's available.

Claims and Check Register

I put copies of the wires and check register from March 15 through April 15, 2020 in the Board packet. If there are no questions, when we can get together again, I will ask that the Treasurer sign them and return them to me for our records.