NOTICE OF SPECIAL MEETING OF

BOARD OF TRUSTEES OF

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

WEDNESDAY, DECEMBER 2, 2020

Pursuant to Chapter 241 of the Nevada Revised Statutes, the Board of Trustees of Douglas County Lake Tahoe Sewer Authority hereby notifies all interested parties that a Special Meeting of the Board will be conducted via Zoom teleconference on December 2, 2020, beginning at 9:30 a.m.

Due to Governor Sisolak's mandated steps to protect against the spread of the coronavirus, the Board of Trustees of Douglas County Lake Tahoe Sewer Authority will participate in this meeting by Zoom teleconference. There will be no physical meeting place. Members of the Public wishing to take part in the meeting may do so by using the link, or phone number and passcode below:

Join Zoom Meeting
https://zoom.us/j/95931864083?pwd=SEw4RWFoY0FHd1EzbWZOMmxhK2h5QT09

Phone Number: 1- 408- 638- 0968
Meeting ID: 963 8437 2595
Passcode: 029910

Copies of this Notice are posted in the following locations:

Wastewater Reclamation Plant
Highway 50 and Sewer Plant Road
Zephyr Cove, Nevada

U.S. Post Office
Kingsbury Grade
Stateline, Nevada

Lake Village Homeowners Association
Lake Village Clubhouse
Stateline, Nevada

Douglas County Administration Building
175 Highway 50
Stateline, Nevada

The meeting shall be conducted in accordance with the following Agenda. Unless otherwise stated, items may be considered out of order at the discretion of the chairperson. Unless otherwise noted, all items shall include discussion and possible action.

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
SPECIAL MEETING AGENDA
WEDNESDAY, DECEMBER 2, 2020

Action may be taken on any agenda item unless noted "for discussion only."

Items on the agenda may be taken out of order.

Two or more agenda items may be combined for consideration.

An item may be removed from the agenda or discussion relating to an item may be delayed at any time.

Public comment will be taken on any item on this agenda on which action may be taken, before action is taken on the item.

Every meeting of the Board of Trustees will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. In addition, it is the Board's goal to also provide for item-specific public comment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Chair also retains discretion to limit comment to three minutes per person and only provide for the Open Meeting Law's minimum public comment.

Copies of supporting material, if any, may be requested from Paula East-Janicki by mail at P.O. Box 578, Zephyr Cove, NV 89448 or by telephone at (775) 586-8575. Copies of supporting material, if any, are also available on the Douglas County Lake Tahoe Sewer Authority website: https://www.dcltsa.org.

1. Call Meeting to Order – 9:30 a.m.

2. Swearing in of Trustee Wesley Rice, representative of Douglas County Board of Commissioners (Oath of Office) – **for possible action.**

3. Roll Call

4. Recognition of Others in Attendance

5. Public Comment - for discussion only

6. Approval of Agenda - **for possible action.**

7. Minutes of Prior Meeting of the Board of Trustees (October 21, 2020) – **for possible action.**

8. Presentation and Possible Adoption of Audited Financial Statements for Fiscal Year 2019-2020 (Beth Farley of Eide Bailly) – **for possible action.**

9. Manager's Report (Rob Hopkins)

   A. General Status Report

10. Engineer's Report

   A. General Projects Status Report.

   B. Discussion regarding Edgewood sewer line relocation/replacement project and potential cost sharing – **for possible action.**

11. Attorney's Report (Jim Cavilia)

   A. General Status Report

12. Controller's Report

   A. General Status Report

   B. Investment Report

13. Approval of Claims – **for possible action.**

14. Reports/updates from Board Trustees concerning the areas or districts they represent – for discussion only.

15. Final Public Comment

16. Adjournment

CERTIFICATE OF POSTING

I hereby certify that, prior to 9:00 A.M. on this date, I personally posted a copy of the foregoing Notice of Public Hearing and Regular Meeting and Agenda of the Board of Trustees of the Douglas County Lake Tahoe Sewer Authority at the following locations:

Douglas County Lake Tahoe Sewer Authority
Wastewater Treatment Plant
Sewer Plant Road/Highway 50
Zephyr Cove, NV 89448

U.S. Post Office
Kingsbury Grade
Stateline, Nevada

Lake Village Homeowners Association
Lake Village Clubhouse
Stateline, Nevada

Douglas County Administration Building
175 Highway 50
Stateline, Nevada

DATED this 25th day of November, 2020.

Print Name: Paula East-Janicki
Title: DCLTSA Controller

TRUSTEE'S OATH OF OFFICE

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

I, Wesley Rice, do solemnly swear that I will support, protect and defend the Constitution and Government of the United States, and the Constitution and Government of the State of Nevada, against all enemies, whether domestic or foreign, and that I will bear true faith, allegiance and loyalty to the same, any ordinance, resolution or law of any state notwithstanding; and further that I do this with a full determination, pledge and purpose, without any mental reservation or evasion whatsoever. And further that I will well and faithfully perform all the duties of the office of Trustee on which I am about to enter. So help me God.

_____

WESLEY RICE

MINUTES OF REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
OCTOBER 21, 2020

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 21, 2020 at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

Swearing in of Trustees Richard Gardner, representative of Tahoe Douglas District and Wesley Rice, representative of Douglas County Board of Commissioners (Oaths of Office).

Richard Gardner, having been appointed to the Authority Board by the Board of Trustees of Tahoe Douglas District took his oath of office and was recognized as a Trustee of the DCLTSA. Chairman Mike Bradford also acknowledged the reappointment of Wes Rice to the DCLTSA Board of Trustee by the Douglas County Board of Commissioners. Trustee Rice was not present at the meeting.

ROLL CALL:

Present were Trustees Mike Bradford and Richard Gardner. Additionally, Trustees Darya Vogt and Chuck Fagen were present via telephone connection by which everyone at the meeting could hear one another.

RECOGNITION OF OTHERS IN ATTENDANCE:

In attendance in person were Authority Manager Rob Hopkins, Authority Controller Paula East-Janicki and Authority Accountant, Ying Johnson. Participating via audio and video internet connection by which everyone at the meeting could hear one another were Bob Cook, Authority Engineer, Rob Anderson, and the Authority's legal counsel, Jim Cavilia.

Also, in attendance by audio and video internet connection was Andrew Hickman of Round Hill General Improvement District (RHGID).

PUBLIC COMMENT:

Bob Cook welcomed Rick Gardner to the Authority.

APPROVAL OF AGENDA:

It was moved by Trustee Vogt, seconded by Chairman Bradford and carried unanimously that the agenda be approved and adopted (4-0) as presented with the understanding that the swearing in of Wes Rice would be continued to the next meeting of the Board.

MINUTES OF PRIOR MEETING:

It was moved by Trustee Vogt, seconded by Trustee Fagen and carried unanimously (4-0) that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated September 16, 2020 be approved.

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.

Mr. Hopkins reported that a grading season exemption has been obtained from the Tahoe Regional Planning Agency (TRPA) for all work on the emergency replacement of the export force main in the Kingsbury Grade area to continue past October 15, 2020. Mr. Hopkins indicated that he hoped that the project would be completed in the first or second week of November.

Mr. Hopkins stated that the Number 2 Primary Clarifier and Number 2 Secondary Clarifiers are off-line for routine maintenance.

Mr. Hopkins explained that Authority staff was planning to drain and thoroughly clean Effluent Tanks 1 and 2 during the period of time that the Authority has been permitted to utilize the plant emergency storage reservoir in order to accommodate replacement of a portion of the export force main.

With regard to the treatment plant upgrades, Mr. Hopkins stated that several meeting have taken place to finalize that Guaranteed Maximum Price (GMP) #3 contract which includes the bulk of the new mechanical equipment to be installed at the plant in the spring and summer of 2021. Mr. Hopkins indicated that it may be necessary to schedule a special meeting of the Board on December 2nd if this contract is not ready for approval at the Board's regular meeting on November 18, 2020. In response to an inquiry from Chairman Bradford, Authority Controller, Paula East-Janicki indicated the total cost of the ongoing plant upgrades was just under $9 million with approximately $2.4 million spent to date.

Regarding relocation of a portion of the Authority's 24-inch sewer main in the area of Edgewood, Mr. Hopkins reported that discussions with the Authority engineer and Edgwood Companies and its professionals were ongoing. Mr. Hopkins explained that the main was being relocated in order to accommodate Edgewood's development and that the relocation should facilitate the replacement of this aging infrastructure. Mr. Hopkins reported that this subject would be discussed in greater detail under the Engineer's Report.

Mr. Hopkins reported that Authority staff had recently repaired three failing screw conveyors that move sludge solids to refuse bins for removal from the plant. Mr. Hopkins complimented staff on getting this work done in-house, undoubtedly saving the Authority money.

Trustee Vogt thanked Mr. Hopkins and Authority staff for working cooperatively with Kingsbury General Improvement District (KGID) on work recently undertaken within the Terrace subdivision. Mr. Hopkins likewise expressed his appreciation for the cooperation of KGID staff.

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, Authority Engineer, Rob Anderson, presented correspondence dated October 20, 2020 briefly summarizing various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The October 20, 2020 correspondence is incorporated in these minutes by this reference.

Mr. Anderson reported that revised plans for Phase II of the Tahoe Beach Club are currently being reviewed.

Mr. Anderson indicated that the Highway 50 emergency sewer pipe repairs have been completed.

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

B. Discussion regarding Edgewood sewer line relocation/replacement project and potential cost sharing.

Mr. Anderson reported that he and Authority staff had met with engineers and other representatives of Edgewood Companies regarding the proposed improvements at Edgewood and the need to relocate the Authority's 24-inch sewer main. Mr. Hopkins explained that Edgewood's most recent plans include the realignment of Edgewood Creek in such a way that it would conflict with the Authority's sewer main. Authority Engineer, Rob Anderson added that it appears that Edgewood is agreeable to relocating the sewer line to address this conflict as well as extending the length of the line being replaced in order to increase the slope of the line, which will increase efficiencies. Messrs. Hopkins and Anderson indicated that discussions with Edgewood about the detailed plans and how the costs will be shared are ongoing. Both agreed that the planned relocation and extension of the line would be of benefit to the Authority because it would result in the replacement of aging Authority infrastructure.

Trustee Vogt inquired about how the Authority's participation in any cost sharing would work. Mr. Anderson indicated that the extension of the pipe approximately 330 feet would be of benefit to the Authority and that cost of such an extension would be $130,000 to $150,000. Authority

Controller, Paula East-Janicki, added that any Authority cost participation would come from in-Authority reserves and would not be borne by the participating districts.

In response to an inquiry from Trustee Gardner, Mr. Anderson provided a detailed explanation regarding the location of the sewer line to be relocated and also indicated that the plan as recommended would improve the slope of sewer line, increasing its efficiency. In response to a question from Chairman Bradford, Mr. Anderson indicated that it was reasonable for the Authority to participate in replacement of the sewer line and that Edgewood was anxious to proceed with the work in the spring.

In responding to Trustee Gardner, Mr. Hopkins indicated that while this portion of the line was not scheduled to be replaced at a specified time, it would need to be replaced in the future. Additionally, Mr. Hopkins explained the critical nature of this sewer line as the means by which all sewage from the casino core is transported to the plant.

Chairman Bradford stressed that it would be necessary to have a solid cost estimate before the Authority could agree to any cost-sharing with Edgewood Companies. Mr. Anderson stated that the details of any cost-sharing would be brought back to the Board in the future for consideration. Following additional discussion among the Trustees, consensus was reached that the Authority should come up with a firm cost estimate and continue communications with Edgewood Companies about an equitable sharing of costs.

Ms. East-Janicki added that the Authority does have in-Authority reserve funds that could be used to fund the Authority's portion of any cost-sharing arrangement that is agreed to. Mr. Anderson indicated that he would have a cost estimate prepared.

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.

AUTHORITY CONTROLLER'S REPORT:

A. General Status Report

Ms. East-Janicki reported that operating expenses were more than 11% under budget through the end of August. Ms. East-Janicki added that this would likely change when audit expenses were included.

Ms. East-Janicki reported that the annual audit began on September 1, 2020 and that this year's audit process was particularly difficult because it has been done virtually with multiple auditors

over a three-week period. Ms. East-Janicki explained that the lack of a face to face relationship with the auditors made this slower and more difficult, but she does anticipate the Authority's audited financial statement should be completed and ready for the Board's review at the next meeting.

With regard to upcoming meetings, Ms. East-Janicki announced that she would be unavailable on November 18, 2020, the date of the Board's next regularly schedule meeting. Ms. East-Janicki suggested the regular meeting on that date be cancelled and that a special meeting be set for December 2, 2020. Following a brief discussion among the Trustees, a consensus was reached to cancel the regular Board meeting set for November 18, 2020 and to schedule a special meeting on December 2, 2020.

With regard to billing, Ms. East-Janicki reported that receivables on In-Authority accounts currently total approximately $577,000 with the bulk of that being made up of billings sent on October 1, 2020 and due on November 1, 2020.

In reporting on the Construction Fund, Ms. East-Janicki stated that the 7th draw against the $9 million State Revolving Fund loan has been made bringing the total amount borrowed to $2,432,127. Ms. East-Janicki also reported that the Construction Fund has a current balance of approximately $1.8 million and that additional amounts for the Construction Fund will be collected from the annual special assessment portion of rates. Ms. East-Janicki explained that use of the Construction Fund was limited to projects on the Authority's capital development plan which includes the emergency work being done on the Export Pipeline Replacement project.

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 $10.4 million in Wells Fargo, the Local Government Investment Pool (LGIP)and longer-term certificates of deposit (CDs). Ms. East-Janicki reported that the interest rate on the LGIP funds was .56% last month.

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. Chairman Bradford indicated that he would sign off on the claims.

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

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

Chairman Bradford warned everyone to be wary of scam emails as some have apparently been coming from his email address.

Trustee Vogt reported that KGID was in the process of completing some road repairs in the Kingsbury area.

Trustee Gardner reported that TDD had completed the replacement of sewer lines in Marla Bay and that it is anticipated that the new sewer meter will be installed in the next 30 days.

Trustee Fagen reported that RHGID design of RHGID's new flow meter had been completed and that RHGID was working with the Nevada Department of Transportation to schedule installation.

PUBLIC COMMENT:

There was no public comment.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 11:15 a.m.

APPROVED

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4823-1251-7328, v. 1

EideBailly

CPAs & BUSINESS ADVISORS

November 24, 2020

To the Board of Trustees
Douglas County Lake Tahoe Sewer Authority
Zephyr Cove, Nevada

We have audited the financial statements of Douglas County Lake Tahoe Sewer Authority (the Authority) as of and for the year ended June 30, 2020 and have issued our report thereon dated November 24, 2020. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit under Generally Accepted Auditing Standards and *Government Auditing Standards*
As communicated in our engagement letter dated May 12, 2020, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the Authority solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding internal controls during our audit in our Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards* dated November 24, 2020.

Planned Scope and Timing of the Audit
We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence
The engagement team, others in our firm, as appropriate, our firm, and other firms utilized in the engagement, if applicable, have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies
Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Authority are described in Note A.12 to the financial statements. As described in Note 1, the Authority changed accounting policies related to accounting for interest to adopt the provisions of GASB Statement No. 89, Accounting for Interest Cost incurred Before the End of a Construction Period. The accounting change has no effect on previously issued audited financial statements. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates
Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are liabilities associated with Post-Employment Retirement Obligation liability, pension contributions, liability, and expense.

Management's estimate of the liabilities associated with the Post-Employment Retirement Obligation is based on third party actuarial valuations. We evaluated the key factors and assumptions used to develop the liabilities associated with the Post-Employment Retirement Obligation and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units, and therefore have placed reliance on the work performed by the actuary.

Management's estimate of the pension contributions, liability, and expense is based on actuarial valuations. Actuarial valuations are calculated based on the employee information submitted by the Authority to the Public Employees' Retirement System of the State of Nevada (PERS). We evaluated the key factors and assumptions used to develop the estimate of the pension liability and determined that they are reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units, and therefore have placed reliance on the work performed by the actuary.

Financial Statement Disclosures
The financial statement disclosures are neutral, consistent, and clear.

Significant Difficulties Encountered during the Audit
We encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements
For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. There were no uncorrected or corrected misstatements identified as a result of our audit procedures.

Disagreements with Management
For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the Authority's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

Representations Requested from Management
We have requested certain written representations from management that are included in the management representation letter dated November 24, 2020.

Management's Consultations with Other Accountants
In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings, or Issues
In the normal course of our professional association with the Authority, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Authority's auditors.

This report is intended solely for the information and use of the Board of Trustees and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Eide Bailly LLP

Reno, Nevada

Meeting Date: December 2nd, 2020

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report – December 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. The 3rd Quarter 2020 Treatment Plant Discharge Monitoring Report was submitted to and accepted by the Nevada Division of Environmental Protection and the U.S. EPA.

2. Several meetings related to the Treatment Plant Upgrades Project Guaranteed Maximum Price #3 (GMP3) have been held since the October Board meeting. While substantial progress was made, the Sewer Authority and K.G. Walters both agreed to delay presentation of the GMP3 package to the DCLTSA Board at this time. This was done to investigate possible avenues to reduce the overall cost of the GMP3 package. We anticipate presenting the GMP3 package to the Board at the January 20th Regular Board Meeting.

3. A conference call regarding the Edgewood "Casita" Project was held with representatives of Edgewood Companies and their design engineer, NCE Engineering and DCLTSA staff and Authority engineer R.O. Anderson. The discussion topics covered possible options to avoid locating the DCLTSA sewer interceptor near the realigned creek and proposed riparian area. Details may be covered under the Authority Engineers report.

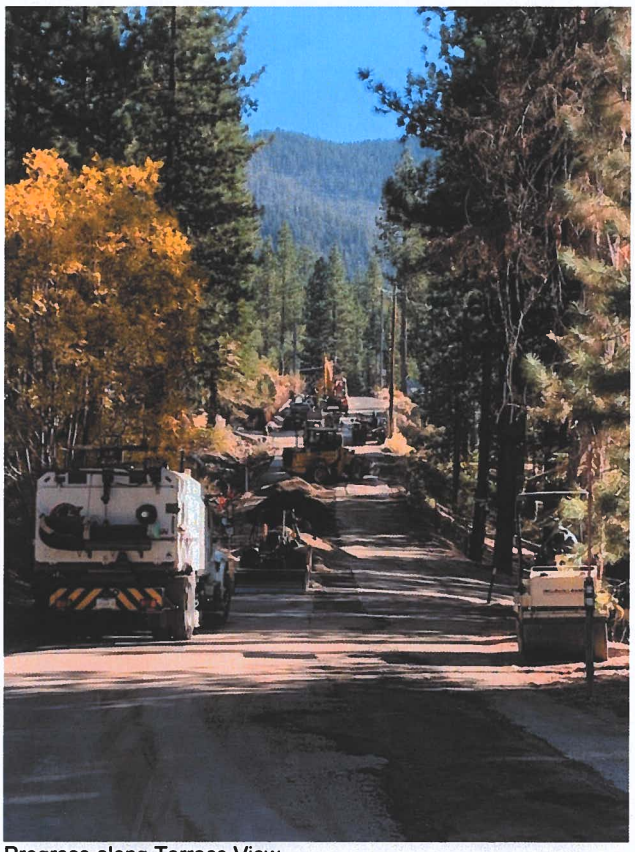
4. Axion Engineering conducted its first visit to the Emergency Underground Storage Tank site in order to familiarize themselves with the physical location of the Tank System and related infrastructure and to conduct preliminary survey work for the proposed re-design and replacement of the failed system.

5. I am pleased to announce that the Emergency Force Main Replacement Project has been successfully completed as of November 24th, 2020. I wish to recognize the extraordinary efforts put in by White Rock Construction, HDR Engineering, K.G. Walters Construction, R.O. Anderson Engineering, and our hard-working DCLTSA staff in getting this highly ambitious and time-sensitive project

completed! A project that normally would have taken 12 to 18 months to complete from inception to completion was completed in 5 months due to the outstanding efforts of all concerned. I would also like to thank Kingsbury GID for their excellent cooperation and collaboration, as well as recognize the expedited permitting efforts made by the NDEP, the TRPA, the Nevada Bureau of Safe Drinking Water, and Douglas County. Without the cooperative efforts of all involved, the successful completion of this project within its accelerated timeline would not have been possible. (photos attached).



New surge tank valve and insertion tee site at Treatment Plant



Progress along Terrace View



AUTHORITY CONTROLLER'S

BOARD REPORT – December 2, 2020

General Status Report

At the end of September, our operating expenses were a little more than 6% under budget.

Status of Billing

As of November 24, we had $76,000 owed by In-District users, but almost $50,000 is one commercial account that has signed a forbearance agreement and is making payments.

General Fund

At the last meeting, the question was asked about the General Fund balance. As of November 24, the balance was $6,392,697, with approximately $349,000 being set aside for OPEB benefits and $490,000 invested in CD's. By ordinance, the General Fund is to be used primarily for Maintenance and Operations expenses, and has been built over the years by In-Authority annual maintenance and operations assessments.

Plant Repair and Expansion Fund

By ordinance, the use of this fund is restricted to repairing, reconstructing or expanding the Authority's sewer system. The balance of this fund is $3,897,890. This fund only grows through the receipt of investment interest.

Construction Fund Update

The Treasurer's office released funds on the 8th draw against our $9,000,000 loan, bringing the total amount borrowed for the Plant Upgrades Project to $2,582,435.

The Construction Fund balance, not including the loan acquisition account is $2,573,380. The Construction Fund balance is restricted for use on Capital Development Plan projects. As such, it will be tapped to pay for the first section of the Export Pipeline Replacement recently finished. This fund is fed by the Special Assessment portion of rates, so there will be $875,000 more coming into it between now and July 1.

Year-End Accounting of Participating District Assessments

As part of the audit process every year, we adjust the participating districts' assessments to account for their actual flow percentage during the prior calendar year, and the actual expenses incurred during the fiscal year. During the calendar year 2019, KGID's and TDD's flows percentages were down from what was estimated in May of 2019, and RHGID's was up a little. Our plant operations and maintenance expenses were $151,503 less than budgeted, and the Main Pump Station expenses were almost $25,000 more than budgeted. I have attached a spreadsheet which shows the result of the assessment adjustment:

- KGID will be getting a credit against next quarter's assessment in the amount of $55,909.
- TDD will be getting a credit against next quarter's assessment in the amount of $77,733.
- RHGID will be getting a credit in the amount of $487.

You will note on that spreadsheet that each district pays expenses for only the facilities they use. Because KGID flows directly here to the plant, they only pay their portion of plant expenses, while TDD and RHGID participate in Main Pump Station expenses too. The Beach Pump Station expenses and collection-line system expenses are borne solely by In-Authority users.

Investment Report

We have a little more than $10.4 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. Since the last meeting we had one more CD mature, and I reinvested it in the LGIP. LGIP accounts are entirely liquid so if CD interest rates begin climbing, we can take advantage of that and switch.

Claims and Check Register

I put copies of the wires and check register from October 17 through December 1, 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.

DOUGLAS COUNTY SEWER IMPROVEMENT DISTRICT NO 1 11/25/2020
CALCULATION OF ADJUSTMENT TO 19/20 ASSESSMENTS TO ACTUAL 10:00 AM

KINGSBURY GENERAL IMPROVEMENT DISTRICT

MAINTENANCE & OPERATION		EXPENSES	FLOW PERCENT	ADJUSTMENT 19/20	
ESTIMATED	PLANT 2019/20	3,202,562	0.22000	704,564	
ACTUAL	PLANT 2019/20	3,051,059	0.21260	648,655	-55,909
		BALANCE DUE (TO)/FROM			**-55,909**

TAHOE DOUGLAS DISTRICT

MAINTENANCE & OPERATION		EXPENSES	FLOW PERCENT	ADJUSTMENT 19/20	
ESTIMATED	PLANT 2019/20	3,202,562	0.2050	656,525	
ACTUAL	PLANT 2019/20	3,051,059	0.1882	574,209	-82,316
		BALANCE DUE (TO)/FROM			-82,316
ESTIMATED	MPS 2019/20	80,710	0.25625	20,682	
ACTUAL	MPS 2019/20	105,693	0.23904	25,265	4,583
		BALANCE DUE (TO)/FROM			4,583
		TOTAL DUE (TO)/FROM			**-77,733**

ROUND HILL GENERAL IMPROVEMENT DISTRICT

MAINTENANCE & OPERATION		EXPENSES	FLOW PERCENT	ADJUSTMENT 19/20	
ESTIMATED	PLANT 2019/20	3,202,562	0.08500	272,218	
ACTUAL	PLANT 2019/20	3,051,059	0.08800	268,493	-3,725
		BALANCE DUE (TO)/FROM			-3,725
ESTIMATED	MPS 2019/20	80,710	0.10625	8,575	
ACTUAL	MPS 2019/20	105,693	0.11177	11,813	3,238
		BALANCE DUE (TO)/FROM			3,238
		TOTAL DUE (TO)/FROM			**-487**

Douglas County Lake Tahoe Sewer Auth.

GL Entry Report - Batch Order

Year: 2021 / Date: 10/17/2020 - 12/1/2020

Entry #	Date	Document	Job	Account	Description	Debits	Credits	Balance
BATCH: 6988	**JOURNAL: B**		**STATUS: Posted**	**PERIOD: 2021 - 4**	**CREATED: 10/21/20 by YHJ**			
131253	10/20/20			417.1100	1Q FY 20-21 WORKERS' COMP	$10,774.00	$0.00	$10,774.00
131254	10/20/20			101.1000	1Q FY 20-21 WORKERS' COMP	$0.00	$10,774.00	$0.00
					BATCH 6,988 TOTALS:	**$10,774.00**	**$10,774.00**	**$0.00**
BATCH: 7025	**JOURNAL: B**		**STATUS: Posted**	**PERIOD: 2021 - 5**	**CREATED: 11/10/20 by YHJ**			
131776	11/13/20			414.1100	OCTOBER PERS	$13,342.29	$0.00	$13,342.29
131777	11/13/20			415.1100	OCTOBER PERS	$13,342.28	$0.00	$26,684.57
131778	11/13/20			101.1000	OCTOBER PERS	$0.00	$26,684.57	$0.00
					BATCH 7,025 TOTALS:	**$26,684.57**	**$26,684.57**	**$0.00**
BATCH: 7034	**JOURNAL: B**		**STATUS: Posted**	**PERIOD: 2021 - 5**	**CREATED: 11/16/20 by YHJ**			
131841	11/17/20			106.3000	TRANSFER FROM MATURED CD'S	$735,000.00	$0.00	$735,000.00
131842	11/17/20			101.3000	TRANSFER FROM MATURED CD'S	$0.00	$735,000.00	$0.00
					BATCH 7,034 TOTALS:	**$735,000.00**	**$735,000.00**	**$0.00**
					TOTAL OF ALL JOURNAL(S):	**$772,458.57**	**$772,458.57**	

Douglas County Lake Tahoe Sewer Auth.

AP Check Register (Current by Bank)

Check Dates: 10/17/2020 to 12/1/2020

Check No.	Date	Status		Vendor ID	Payee Name	Amount
BANK ID: WFCHK - WELLS FARGO CHECKING						**101.1000**
9774	11/10/20	V	11/10/20	NV01	NV ENERGY	($27,813.24)
* 9795	10/22/20	P		WEBB	ALEXANDER WEBB	$150.00
9796	10/22/20	P		AL17	ALHAMBRA	$86.33
9797	10/22/20	P		AL01	ALLISON, MACKENZIE, Pavlakis	$5,580.00
9798	10/22/20	P		BE15	BENTLY FAMILY LTD PARTNERSHIP	$929.32
9799	10/22/20	P		CA12	CARSON VALLEY OIL CO., INC.	$256.18
9800	10/22/20	P		CA25	CASHMAN EQUIPMENT COMPANY	$4,314.87
9801	10/22/20	P		CH15	CHARTER COMMUNICATIONS	$89.98
9802	10/22/20	P		CODALE	CODALE ELECTRIC SUPPLY	$636.35
9803	10/22/20	P		GR13	GRAINGER	$119.67
9804	10/22/20	P		HDR01	HDR, ENGINEERING, INC.	$113,606.85
9805	10/22/20	P		SIERRA	DBA SIERRA OFFICE SOLUTIONS	$73.60
9806	10/22/20	P		KI11	KINGSBURY GENERAL IMP. DIST.	$1,325.50
9807	10/22/20	P		MET11	METLIFE - GROUP BENEFITS	$1,733.66
9808	10/22/20	P		MUNI	MUNIQUIP, LLC	$3,333.92
9809	10/22/20	P		OLIN	OLIN CORP - CHLOR ALKALI	$4,300.27
9810	10/22/20	P		POL10	POLYDYNE INC.	$5,520.00
9811	10/22/20	P		AN12	R.O. ANDERSON ENGINEERING, INC	$16,217.50
9812	10/22/20	P		SO10	SOUTH TAHOE REFUSE, INC.	$294.60
9813	10/22/20	P		SO13	SOUTHWEST GAS CORP.	$251.11
9814	10/22/20	P		NE42	STATE OF NV. P.E.B.P.	$1,489.50
9815	10/22/20	P		SU13	SUMMIT PLUMBING CO., LLC	$5,695.00
9816	10/22/20	P		TA01	TAHOE BASIN CONTAINER SVC.,INC	$3,148.50
9817	10/22/20	P		WF01	WELLS FARGO	$2,374.28
9818	10/22/20	P		WE12	Western Envir. Testing Lab	$292.63
9819	10/22/20	P		WE18	WESTERN NEVADA SUPPLY CO.	$251.79
9820	11/05/20	P		AB01	A-1 NATIONAL FIRE CO.	$1,281.00
9821	11/05/20	P		BAVCO	BACKFLOW APPARATUS & VALVE CO.	$101.70
9822	11/05/20	P		BE15	BENTLY FAMILY LTD PARTNERSHIP	$1,486.80
9823	11/05/20	P		DISCOU	REINALT-THOMAS CORPORATION	$2,624.00
9824	11/05/20	P		EIDEB	EIDE BAILLY LLP	$35,000.00
9825	11/05/20	P		FASTEN	FASTENAL COMPANY	$2.66
9826	11/05/20	P		FR01	FRONTIER	$588.32
9827	11/05/20	P		GR13	GRAINGER	$69.78
9828	11/05/20	P		HDR01	HDR, ENGINEERING, INC.	$25,165.20
9829	11/05/20	P		HOMETO	HOMETOWN HEALTH	$17,837.22
9830	11/05/20	P		BOU11	BOULDER EXTERMINATORS, INC	$100.00
9831	11/05/20	P		MORRIS	JAMES MORRIS	$47.00
9832	11/05/20	P		IKE01	KELVIN IKEHARA	$360.03
9833	11/05/20	P		KI12	KINGSBURY HARDWARE	$14.95
9834	11/05/20	P		LEWIS	LEWIS ROCA ROTHGERBER CHRISTIE	$18,932.50
9835	11/05/20	P		LIBERT	LIBERTY UTILITIES	$31.08
9836	11/05/20	P		LIT01	LITIGATION SERVICES & TECH	$5,021.75
9837	11/05/20	P		ERPORT	LLUMIN, INC.	$2,790.00
9838	11/05/20	P		AGUILA	MANNY AGUILAR	$135.50
9839	11/05/20	P		PARODI	MASON PARODI	$36.00
9840	11/05/20	P		MC10	MCMASTER-CARR SUPPLY	$126.90
9841	11/05/20	P		NE40	NEVADA DIVISION OF STATE LANDS	$250.00
9842	11/05/20	P		OREILL	O'REILLY AUTOMOTIVE, INC.	$41.34
9843	11/05/20	P		OVER01	OVERHEAD DOOR CO. OF SIERRA NV	$395.00
9844	11/05/20	P		EA13	PAULA EAST-JANICKI	$644.95
9845	11/05/20	P		PR02	PRAXAIR DISTRIBUTION, INC.	$187.41
9846	11/05/20	P		VAN1	RICK VAN HORN	$264.21
9847	11/05/20	P		COOK	ROBERT COOK	$2,100.00
9848	11/05/20	P		RO12	ROUND HILL GENERAL IMP. DIST.	$674.50

*** Check Status Types: "P" - Printed ; "M" - Manual ; "V" - Void (Void Date); "A" - Application; "E" - EFT**
**** Denotes broken check sequence.**

Check No.	Date	Status	Vendor ID	Payee Name	Amount
9849	11/05/20	P	SIL5	SILVER STATE BUILDING MATERIAL	$1,619.91
9850	11/05/20	P	ST09	STANDARD INSURANCE COMPANY	$608.62
9851	11/05/20	P	NE42	STATE OF NV. P.E.B.P.	$1,489.50
9852	11/05/20	P	US12	USABLUEBOOK	$36.79
9853	11/05/20	P	VER	VERIZON	$316.46
9854	11/05/20	P	VI12	VISION SERVICE PLAN - (AT)	$242.54
9855	11/05/20	P	WE12	Western Envir. Testing Lab	$835.17
9856	11/05/20	P	WE18	WESTERN NEVADA SUPPLY CO.	$1,043.94
9857	11/05/20	P	WORKS	WORKSMART AUTOMATION, INC.	$1,550.00
9858	11/19/20	P	AL17	ALHAMBRA	$96.82
9859	11/19/20	P	AL01	ALLISON, MACKENZIE, Pavlakis	$5,760.00
9860	11/19/20	P	CA12	CARSON VALLEY OIL CO., INC.	$796.80
9861	11/19/20	P	CH15	CHARTER COMMUNICATIONS	$174.95
9862	11/19/20	P	CLA	Griswold Industries	$336.27
9863	11/19/20	P	CODALE	CODALE ELECTRIC SUPPLY	$73.80
9864	11/19/20	P	DO20	DOUGLAS DISPOSAL INC.	$1,320.00
9865	11/19/20	P	FREDH	FRED HOWARD	$564.41
9866	11/19/20	P	HAEN	THOMAS HAEN COMPANY INC.	$42,369.60
9867	11/19/20	P	HDR01	HDR, ENGINEERING, INC.	$118,359.27
9868	11/19/20	P	SIERRA	DBA SIERRA OFFICE SOLUTIONS	$84.11
9869	11/19/20	P	KGW	K.G. WALTERS CONSTRUCTION CO.	$197,221.75
9870	11/19/20	P	KI11	KINGSBURY GENERAL IMP. DIST.	$1,296.07
9871	11/19/20	P	LEWIS	LEWIS ROCA ROTHGERBER CHRISTIE	$26,928.50
9872	11/19/20	P	MC10	MCMASTER-CARR SUPPLY	$280.88
9873	11/19/20	P	MICRO	FRONTIER TECHNOLOGY LLC	$552.00
9874	11/19/20	P	MO19	MOTION INDUSTRIES, INC.	$176.79
9875	11/19/20	P	NV01	NV ENERGY	$49,132.28
9876	11/19/20	P	AN12	R.O. ANDERSON ENGINEERING, INC	$2,810.00
9877	11/19/20	P	SO10	SOUTH TAHOE REFUSE, INC.	$235.68
9878	11/19/20	P	SO13	SOUTHWEST GAS CORP.	$415.14
9879	11/19/20	P	TA01	TAHOE BASIN CONTAINER SVC.,INC	$3,148.50
9880	11/19/20	P	US12	USABLUEBOOK	$147.35
9881	11/19/20	P	WE10	WEDCO INC.	$318.46
9882	11/19/20	P	WF01	WELLS FARGO	$5,125.87
9883	11/19/20	P	WE18	WESTERN NEVADA SUPPLY CO.	$293.37
				BANK WFCHK REGISTER TOTAL:	**$726,329.57**
				GRAND TOTAL :	**$726,329.57**

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