NOTICE OF SPECIAL MEETING OF

BOARD OF TRUSTEES OF

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

WEDNESDAY, MARCH 3, 2021

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 March 3, 2021, 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:

https://zoom.us/j/91999493893?pwd=YUtkWThITWpHSk1BV01GdmwvOGZ2UT09

Meeting ID: 919 9949 3893
Passcode: 318114
Phone: +1 669 900 6833

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, MARCH 3, 2021

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. Roll Call

3. Recognition of Others in Attendance

4. Public Comment - for discussion only

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

6. Minutes of Prior Meeting of the Board of Trustees (December 2, 2020) – **for possible action.**

7. Resignation of Board of Trustees Chairman Mike Bradford, effective March 4, 2021 **– for possible action.**

8. Discussion and possible approval to extend the biosolids trucking contract with Tahoe Basin Container Service Inc., a sole source provider, for a one-year period, from April 1, 2021 to March 31, 2022, with a 3.93% rate increase, from $382 per trip to $397 **– for possible action.**

9. Discussion and possible designation of Beth Farley, from Eide Bailly as Auditor for the upcoming annual audit of Fiscal Year 2020-2021 **– for possible action.**

10. Manager's Report (Rob Hopkins)

    A. General Status Report

11. Engineer's Report

    A. General Projects Status Report.

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

12. Attorney's Report (Jim Cavilia)

    A. General Status Report

13. Controller's Report

    A. General Status Report

    B. Investment Report

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

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

16. Final Public Comment

17. 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 26th day of February, 2021.

PAULA EAST-JANICKI
_____
Print Name: Paula East-Janicki
Title: DCLTSA Controller

MINUTES OF SPECIAL MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
FEBRUARY 3, 2021

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, February 3, 2021 at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

ROLL CALL:

Present was Trustee Mike Bradford with Trustee Richard Gardner joining the meeting approximately five minutes after the meeting was called to order. Additionally, Trustees Darya Vogt, Chuck Fagen and Wes Rice were present via audio and video internet 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, Authority Accountant, Ying Johnson and Eric Heffernan. 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 connection was Jim Morris of HDR.

PUBLIC COMMENT:

None.

APPROVAL OF AGENDA:

It was moved by Trustee Vogt, seconded by Trustee Rice and carried unanimously, 4-0 (Trustee Gardner had not yet arrived at the meeting), 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, 4-0 (Trustee Gardner had not yet arrived at the meeting), that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated December 2, 2020 be approved.

Discussion and Possible Execution of a Construction Management at Risk Guaranteed Maximum Price Contract with K.G. Walters Construction Co. for Phase 3 of the Treatment Plant Upgrades Project in the Amount of $3,170,161.

Authority Manager, Rob Hopkins presented the Board with the proposed contract and briefly explained the work to be completed, including the installation of various new equipment at the plant. Mr. Hopkins explained that a great deal of work went into refining the project to ensure that the total cost of the plant upgrades project does not exceed the $9 million total of the Authority's State Revolving Fund loan. Mr. Hopkins recommended approval of the contract as proposed and introduced the Authority's contract representative Jim Morris of HDR. Mr. Morris expressed his confidence in the contract as presented, stressing that as written the contract provides for flexibility in completing the work.

In responding to an inquiry from a Trustee, Mr. Hopkins indicated that upon completion of this project the Authority's next major project would likely involve replacement of a portion of the Authority's effluent export line. At the plant, Mr. Hopkins stated that this project completes the bulk of the upgrades that are part of the Authority's ten-year master plan. Mr. Hopkins stated and Mr. Morris confirmed that the contract includes an allowance for anticipated additional costs related to COVID. Mr. Morris stated that the allowance of $40,000, if not needed, will be retained by the Authority.

Following the comments from Trustees, **it was moved by Chairman Bradford, seconded by Trustee Gardner that the Construction Management at Risk Guaranteed Maximum Price Contract with K.G. Walters Construction Co. for Phase 3 of the Treatment Plant Upgrades Project in the Amount of $3,170,161 be approved as presented.**

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. The written report is incorporated in these minutes by this reference.

Mr. Hopkins reported that the 4th Quarter 2020 Treatment Plant Discharge Monitoring Report was submitted to and accepted by the Nevada Division of Environmental Protection (NDEP) and the Federal Environmental Protection Agency.

Mr. Hopkins indicated that he has participated in several meetings with representatives of Edgewood Companies and R.O. Anderson Engineering regarding Edgewood's planned improvements and the proximity of certain improvements and features to the Authority sewer interceptor in the area. Mr. Hopkins stated that the Authority continues to stress the importance

of physical separation to allow for the efficient operation and maintenance of the Authority's improvements.

With regard to the Tahoe South Event Center (TSEC), Mr. Hopkins stated that he has been involved in discussions with the project representatives and R.O. Anderson Engineering regarding sewer capacity analysis.

Mr. Hopkins explained recent work of Authority staff in replacing a 52-year-old plant drain pump and adding new piping and valves which will allow for the more efficient and effective cleaning of the plant aeration basins. Mr. Hopkins commended Authority staff for completing the work in-house, saving as much as $20,000 in costs.

Mr. Hopkins also reported that Authority staff completed the installation of an efficient mechanical seal at the main pump station and would be installing another. These seals are estimated to reduce water usage at the main pump station by at least 50% and thereby result in cost savings of approximately $500 per month.

Mr. Hopkins acknowledged and thanked Authority Accountant, Ying Johnson, for preparing a spreadsheet that tracks the amount of biosolids generated at the plant. Mr. Hopkins reported that 1,303 tons of biosolids were exported to the Carson Valley for agricultural use.

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 February 1, 2021 briefly summarizing various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The February 1, 2021 correspondence is incorporated in these minutes by this reference.

With regard to the annual discharge monitoring reports, Mr. Anderson indicated that the reports were all timely filed with appropriate agencies.

Mr. Anderson proceeded to provide the Board with a detailed summary of the most recent flow meter reconciliation information, explaining the data set forth in a number of graphs. Mr. Anderson concluded that overall the difference between the Authority's influent meter totals at the plant and the combined totals from the contributing district meters was less than 4% and that the results for the last thirty days was less than 1%. Mr. Anderson stated that this correlation was excellent. A general discussion ensued among the Trustees about the importance of accurate flow calculations and the cooperation of the contributing districts in this process. Chairman Bradford stressed that the positive results are a direct result of the cooperation of all involved.

Andrew Hickman of RHGID reported that he recently delivered to the Authority the specifications for the new meter that RHGID would be installing so that RHGID sewer flow can be measured independently. Mr. Hopkins and Mr. Anderson thanked Mr. Hickman for the efforts of RHGID in ensuring that the Authority has the most accurate data possible. Mr. Anderson explained that

some estimates would still be necessary for a couple of relatively small sewer connections between the new RHGID meter and the sewer plant. Mr. Anderson indicated that those adjustments would be minor.

Chairman Bradford stated that the Authority would continue to rely upon the best data available in measuring flows for the purpose of allocating costs and that it is anticipated that RHGID's new meter will provide such reliable data. On behalf of RHGID, Trustee Fagen thanked the Authority staff for its efforts in trying to accurately measure flows and expressed his satisfaction with the current direction and process. Mr. Hickman indicated that it was anticipated that RHGID's meter would be installed in May of 2021 and that, at least initially, the meter would be manually read.

In response to an inquiry from Trustee Gardner, Mr. Anderson stated that based upon the current status of metering, he believes that providing the Trustees with flow reports on a quarterly basis would be appropriate.

With regard to the TSEC, Mr. Anderson reported that the developer of the project understands the Authority's requirement that the Authority's sewer line be upsized and that such work would likely be completed in 2022. In response to an inquiry from the Board, Mr. Anderson briefly explained why the additional flows from the TSEC would necessitate the line being up sized.

Regarding Tahoe Beach Club Phase II, Mr. Anderson indicated that the plan review has been completed with only a couple of comments remaining to be addressed by the developer.

Finally, Mr. Anderson stated that plans for the Edgewood Villas were recently received and are currently being reviewed on behalf of the Authority.

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

Mr. Anderson reported that Edgewood Companies representatives have been notified that Authority's sewer line must remain at least ten feet from all riparian areas and that only one crossing of the creek would be permitted. Chairman Bradford indicated that this standard did create some issues for Edgewood, but the representatives understand the purpose of the Authority's requirements.

Mr. Anderson presented a depiction showing the location of existing improvements and some various possibilities for relocating the Authority's sewer line in order to accommodate Edgewood's planned improvements. Mr. Anderson indicated that a new sewer line would likely be necessary for the entire length of the adjacent Edgewood golf hole.

In response to a question from Trustee Gardner, Mr. Hopkins indicated that Edgewood would be relocating a portion of the Authority's sewer line, but the exact extent of the relocation is not known yet. In response to a question from Bob Cook, Mr. Hopkins reported that the condition of the Authority's line in this area would be evaluated before the Edgewood work proceeds.

Mr. Anderson stressed that he and his staff would continue to diligently review the proposed plans of Edgewood to ensure that there would not be unreasonable impacts to the Authority's infrastructure in the area.

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 provided the Board with a brief written report and indicated that operating expenses were approximately 5.6% under budget through the end of December. With approximately $1.8 million billed only approximately $451,000 remains outstanding with $380,000 of that being a single commercial user who generally pays on the last day of the month.

Ms. East-Janicki indicated that the annual flow report is being finalized for presentation at next months meeting. Ms. East-Janicki explained that this will allow the Board to discuss flows and provide information to the contributing districts in advance of adopting the Authority's tentative budget in April. Ms. East-Janicki stated that the budget timing would involve a board meeting on April 7th with a final budget hearing on May 19th.

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 $9.9 million in Wells Fargo, the Local Government Investment Pool (LGIP) and longer-term CDs. Ms. East-Janicki explained that based upon the currently low CD rates, funds from maturing CDs are being invested in the LGIP.

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

Trustee Rice reported that at an upcoming meeting, the Douglas County Commission was considering the cancellation of its regular meetings at Lake Tahoe and that meetings at the Lake would only be scheduled when a particular matter warranted a hearing at the Lake. Trustee Rice also announced that the National Hockey League was planning to have two hockey games outdoors at Edgewood in February. Finally, Trustee Rice reported that the TSEC property had recently been conveyed to the Lake Tahoe Visitors Authority.

Bob Cook reported that Douglas County Commissioner Danny Tarkanian has been appointed to the Board of the Nevada Tahoe Conservation District.

Trustee Vogt reported that KGID was currently in the process of recruiting for the position of District Manager.

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 11:20 p.m.

_____

APPROVED

_____

4817-6882-6843, v. 1

February 10, 2021

Douglas County Lake Tahoe
Sewer Improvement Authority
Rob Hopkins, Authority Manager
P.O. Box 578
Zephyr Cove, Nevada 89448

Via Email and U.S. Mail
rhopkins@dcsid.com

Re: Resignation as Trustee

Dear Rob,

Please accept this correspondence as my resignation from the Board of Trustee of the Douglas County Lake Tahoe Sewer Improvement Authority as of March 4, 2021. I have truly enjoyed my time on the Board and I have great confidence in you and the Trustees moving forward.

If you have any questions, please let me know.

Sincerely,

Michael Bradford

4811-4466-8892, v. 1

Tahoe Basin Container
& Recycling Services

February 5, 2021

Douglas County Lake Tahoe Sewer Authority
Attn: Mrs. Paula East-Janicki
P.O. Box 578
Zephyr Cove NV 89448

RE: Biosolids Trucking Contract Extension

Dear Mrs. East-Janicki:

Tahoe Basin Container Service Inc. would like to extend the biosolids trucking contract under the provisions of Article 3 of our Agreement for an additional year. The new price will be $397.00 per trip, an increase of 3.93% over the current price of $382.00, for the new contract period that runs from April 1, 2021 to March 31, 2022. The price increase is the result of higher labor and insurance costs.

As discussed last year, since our trucking costs are essentially the same whether we are hauling a one-bin or two-bin load, the rate per haul will be $397.00 for either a one-bin load or two-bin load.

We appreciate having Douglas County Lake Tahoe Sewer Authority as long-standing customer and look forward to continuing providing a high level of service. Please give me a call if you have any questions at (530) 542-8300.

Sincerely,

Jeffery R. Tillman
President

cc: Rob Hopkins, DCLTSA Manager

2140 Ruth Ave
South Lake Tahoe, CA 96150
530 541-4353

Independent Audit Services - Cost Proposal

TOTAL MAXIMUM PRICE

Our fees are based on the complexity of the issue and the experience level of the staff members necessary to address it. If you request additional services, we will obtain your agreement on fees before commencing work so there are no surprises or hidden fees. We propose the following fees based on our understanding of the scope of work and the level of involvement of the Authority's staff:

Audit Engagement for June 30, 2019

	Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners	25	$200-$350	$200	**$8,000**
Managers	75	$125-$200	$125	**$13,000**
Senior Associates/Staff	180	$75-$125	$75	**$17,000**
Total all-inclusive maximum price for 2019, audit	**280**	-	-	**$38,000**

If Eide Bailly prepares the Authority's financial statements, there we will charge an additional $4,000 to the price above.

Professional Services & Fees	2020	2021	2022	2023
Financial Statement Audit	$39,500	$41,000	$42,500	$44,000

We attempt to keep the fees reasonable and in line with inflationary increases and / or changes in accounting standards. We estimate an increase of approximately 3-4% per fiscal year. We have included these increases in the fees indicated above.

Any out-of-pocket costs incurred during the performance of the engagement would be included in the fees quoted above. Should the Authority require a single audit our fee would be an additional $5,500 for each major program subject to audit. Please rest assured that we only bill what it takes to complete the engagement, if it takes us less to complete the audit we will bill you less than the fees quoted above.

Manner of Payment

Our fees are based on the amount of time required at various levels of responsibility, except that we agree our fees will not exceed our proposed total maximum price. Invoice will be provided as work progresses, will cover a period not less than a calendar month, and are payable upon presentation. Whenever possible, we will attempt to use the Authority's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

Meeting Date: March 3rd, 2021

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report – March 2021
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 2020 EPA Biosolids Report was prepared by R.O. Anderson staff and has been submitted to the EPA CDX website.

2. The 2021 Hazmat Facilities Report and Permit application has been submitted to the Nevada Department of Public Safety, State Fire Marshal Division.

3. In the past month, 3 meetings have been held with HDR Engineering and K.G. Walters Construction related to the Treatment Plant Upgrades Project.

4. DCLTSA staff and Authority Engineer R.O. Anderson have met with Edgewood Companies and personnel from the Tahoe South Events Center to work out various engineering and design issues for related projects. Details may be covered under the Engineers Report.

5. The new Return Activated Sludge Pumps arrived this month as part of the Treatment Plant Upgrades Project. Portions of the Headworks Package began arriving in the last week as well. (photo attached)

6. The Treatment Plant Odor Scrubber has been relocated to open the old DAF Building for the installation of the new Headworks Package Plant. (photos attached)

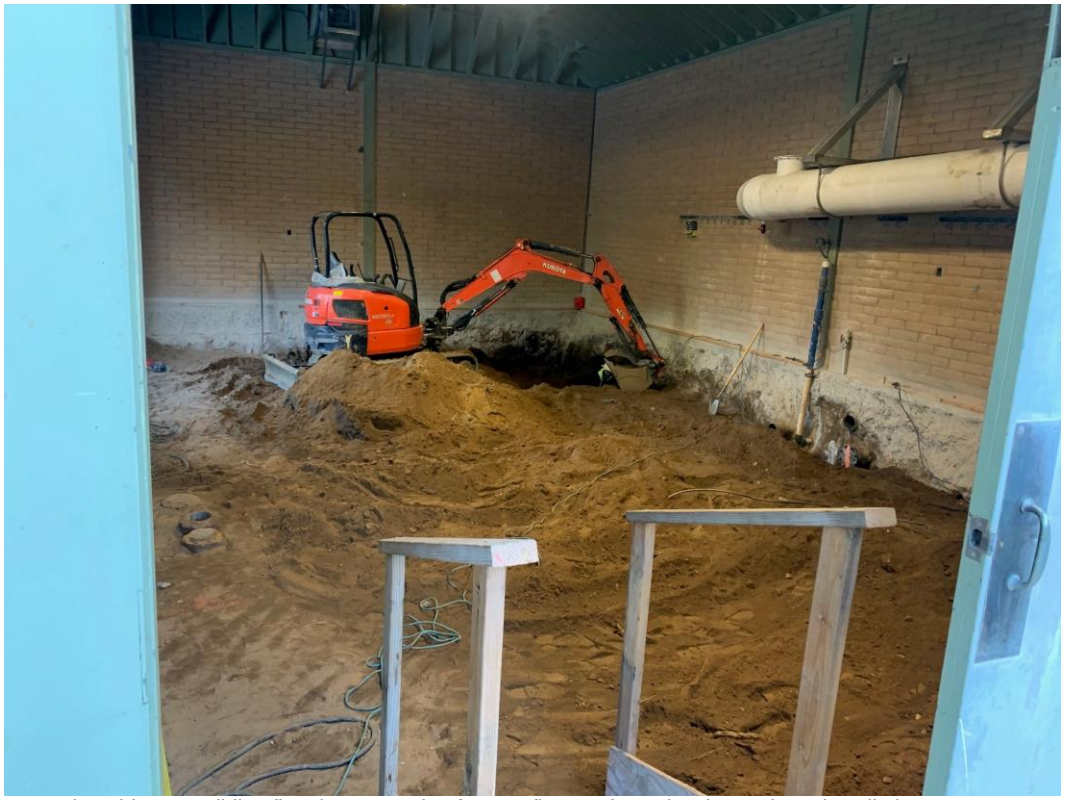
7. The foundation pedestal for the new Export Pipeline Surge Suppression Tank was poured the last week of February. The surge tank is expected to arrive in the first two weeks of March 2021. (photo attached)

8. The DCLTSA Operations staff has begun the long process of re-painting the treatment process plumbing in the Plant Mechanical and Export Buildings in accordance with industry standards. (photo attached)



Headworks Package Grit Removal Chamber being unloaded by K.G. Walters staff.


Relocated Odor Scrubber.



Removing old DAF Building floor in preparation for new floor and Headworks Package installation.



Pouring concrete for the Export Surge Tank foundation and pedestal.



Repainting treatment plant process pipelines to industry standards.

AUTHORITY CONTROLLER'S

BOARD REPORT – March 3, 2021

General Status Report

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

Status of Billing

Of the $1.8 million we've billed this year so far, as of February 26 there was $79,000 outstanding. Of that amount, $61,400 is owed by one commercial user who signed a Forbearance Agreement and is making monthly payments.

Flow Calculations for Budget Purposes

The flow calculations have been finalized and the final annual flow report is being prepared by Sue McReavy of RO Anderson's office. I have notified each of the participating districts' managers of the flow split and estimated rates for the coming year.

The COVID-19 shutdown of businesses for three months and the Lakeside Inn shutting down permanently were both factors in the flow calculations for the year. As noted in the flow report, overall flows were down 18.73% in 2020, but the In-District flows were down almost 31%. That resulted in the participating districts having a higher flow contribution percentage than in most past years. Because the Lakeside Inn has closed, it is hard to estimate what the long-range impact will be, and whether there might be an improvement in rates next year.

For the coming fiscal year, the flow estimates and approximate rate increases will be as follows:

- Round Hill GID: 10% flow contribution (up from 9% last year) with a rate increase of 14.79%.
- Kingsbury GID: 25% flow contribution (up from 23% last year based on past 3 months flow records) with a rate increase of 10.37%.
- Tahoe Douglas District: 21.5% (down from 22.67% last year) with a rate increase of 4.74%.
- DCLTSA: 43.5% (down from 46%) with a rate increase of between 20-30%. This is because the same expenses divided by significantly fewer gallons of flow results in much higher rates.

These are estimations because we have not completed the expenses portion of the budget, but we are doing everything in our power to trim expenses so that they are level with last year, despite increases passed on from many vendors. I want to remind you that if those estimations prove to be too high or low, at the end of the next fiscal year, as always, the rates will be adjusted to actual.

It should be noted that a 5.5% increase in rates was expected year over year because of the Capital Development Assessment hike of $250,000 per year for 5 years, adopted by the Board in May 2018. This coming year will be the 4th of those 5.

Our next Board meeting is scheduled for April 7, 2021 and I will have the tentative budget for approval at that meeting.

Investment Report

We have a little more than $9.9 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 it has been reinvested in the LGIP.

Claims and Check Register

I put copies of the wires and check register from December 2, 2020 through January 31, 2021 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 LAKE TAHOE SEWER AUTHORITY

JULY - JANUARY 2020 - 2021 BUDGET VS. ACTUAL

	January	Budgeted	Variance	Comments
Salaries	$ 720,048.54	$ 737,242.33	$ 17,193.79	
OT/Callback	$ 9,228.29	$ 11,058.83	$ 1,830.54	
Holiday	$ 11,749.25	$ 11,194.75	$ (554.50)	9 out of 11 annual holidays
NTD	$ -		$ -	
Longevity	$ 3,985.00	$ 2,957.50	$ (1,027.50)	Paid Yearly - December
Stand-By Pay	$ 9,150.57	$ 7,310.33	$ (1,840.24)	Increased Standby Hours
Health Insurance	$ 174,291.60	$ 207,788.58	$ 33,496.98	
State Retirement (PERS)	$ 193,261.19	$ 218,646.75	$ 25,385.56	
SIIS (Workers Comp)	$ 25,139.33	$ 23,086.58	$ (2,052.75)	Larger Annual Increase than Budgeted
Medicare Tax	$ 11,628.90	$ 11,161.50	$ (467.40)	
Unemployment Insurance	$ 45.00	$ -	$ (45.00)	EMRB Annual Fee
Contract Svcs	$ -	$ -	$ -	
OPEB Expense	$ 38,799.74	$ 17,500.00	$ (21,299.74)	Significantly under-budgeted
Salaries/Benefits	**$ 1,197,327.41**	**$ 1,247,947.17**	**$ 50,619.75**	

JULY - JANUARY 2020 - 2021 BUDGET VS. ACTUAL

	January	Budgeted	Variance	Comments
Electric Power	$ 126,443.18	$ 135,770.83	$ 9,327.65	
Electric Power - BPS	$ 6,693.39	$ 7,583.33	$ 889.94	
Electric Power - MPS	$ 29,391.87	$ 32,083.33	$ 2,691.46	
Natural Gas	$ 4,693.48	$ 6,708.33	$ 2,014.85	
Natural Gas - BPS	$ 503.97	$ 875.00	$ 371.03	
Natural Gas - MPS	$ 213.11	$ 233.33	$ 20.22	
Water	$ 7,309.77	$ 7,233.33	$ (76.44)	
Water - BPS	$ 2,169.82	$ 2,333.33	$ 163.51	
Water - MPS	$ 5,904.63	$ 6,358.33	$ 453.70	
Solid Waste Removal	$ 2,524.38	$ 2,365.42	$ (158.96)	
Utilities	**$ 185,847.60**	**$ 201,544.58**	**$ 15,696.98**	
Chemicals	$ 35,030.22	$ 40,833.33	$ 5,803.11	
Lab Supplies	$ 1,832.42	$ 729.17	$ (1,103.25)	Doing more daily tests
Supplies	$ -	$ -	$ -	
Chemicals/Supplies	**$ 36,862.64**	**$ 41,562.50**	**$ 4,699.86**	
Legal Services	$ 21,990.00	$ 27,416.67	$ 5,426.67	
Accounting	$ 41,945.27	$ 30,829.17	$ (11,116.10)	Will smooth - annual audit fees included
Legal/Accounting	**$ 63,935.27**	**$ 58,245.83**	**$ (5,689.44)**	

JULY - JANUARY 2020 - 2021 BUDGET VS. ACTUAL

	January	Budgeted	Variance	Comments
Engineering	$ 40,175.00	$ 40,833.33	$ 658.33	ROA - January Estimated
Engineering - BPS	$ -	$ -	$ -	
Engineering - MPS	$ -	$ -	$ -	
Engineering - In-District	$ -	$ -	$ -	
Consulting	$ 15,700.00	$ 19,833.33	$ 4,133.33	
Engineering/Consulting	**$ 55,875.00**	**$ 60,666.67**	**$ 4,791.67**	
Maintenance Export Line	$ -	$ 11,375.00	$ 11,375.00	
Maintenance Collection System	$ 36,750.00	$ 43,458.33	$ 6,708.33	
Repairs Collection System	$ -	$ 3,791.67	$ 3,791.67	
Computer Maintenance/Supplies	$ 1,755.40	$ 3,791.67	$ 2,036.27	
Annual Software Licenses	$ 6,813.44	$ 14,291.67	$ 7,478.23	
SCADA Support	$ 5,398.11	$ 10,500.00	$ 5,101.89	
Repairs - Vehicles	$ 4,601.17	$ 7,029.17	$ 2,428.00	
Repairs - Mechanical	$ 17,798.19	$ 26,250.00	$ 8,451.81	
Repairs - Mechanical BPS	$ 1,594.44	$ 5,833.33	$ 4,238.89	
Repairs - Mechanical MPS	$ 2,092.99	$ 6,416.67	$ 4,323.68	

JULY - JANUARY 2020 - 2021 BUDGET VS. ACTUAL

	January	Budgeted	Variance	Comments
Emergency Repairs	$ 45,484.63	$ -	$ (45,484.63)	Not Budgeted
Repairs Bldg & Grounds	$ 3,165.83	$ 7,466.67	$ 4,300.84	
Repairs Bldg & Grounds - BPS	$ -	$ 875.00	$ 875.00	
Repairs Bldg & Grounds - MPS	$ -	$ -	$ -	
Repairs Heating	$ -	$ 481.25	$ 481.25	
Repairs Heating	$ -	$ 1,166.67	$ 1,166.67	
Repairs Heating	$ -	$ -	$ -	
Repairs Electrical	$ 336.20	$ 1,560.42	$ 1,224.22	
Repairs Electrical	$ -	$ 1,166.67	$ 1,166.67	
Repairs Electrical	$ -	$ 291.67	$ 291.67	
Repairs Instruments	$ 8,658.00	$ 5,833.33	$ (2,824.67)	Annual Smartcover Support
Equipment Rental	$ 568.89	$ 4,083.33	$ 3,514.44	
Maintenance Supplies	$ 2,015.59	$ 4,141.67	$ 2,126.08	
Safety Equipment	$ 6,186.37	$ 4,666.67	$ (1,519.70)	Cost of Gloves Skyrocketed
Odor Control System Maintenance	$ -	$ 11,083.33	$ 11,083.33	
Repairs/Maintenance	**$ 143,219.25**	**$ 175,554.17**	**$ 32,334.92**	
Casualty Insurance	$ 47,794.81	$ 52,500.00	$ 4,705.19	
Pollution Liability Insurance	$ -	$ -	$ -	
Insurance	**$ 47,794.81**	**$ 52,500.00**	**$ 4,705.19**	

JULY - JANUARY 2020 - 2021 BUDGET VS. ACTUAL

	January	Budgeted	Variance	Comments
Telephone	$ 14,464.12	$ 11,958.33	$ (2,505.79)	Telephone system repair X 2
Telephone	$ 593.83	$ 962.50	$ 368.67	
Telephone	$ -	$ -	$ -	
Small Tools & Equipment	$ 4,545.81	$ 4,097.92	$ (447.89)	
Laundry and Linen	$ 475.90	$ 2,041.67	$ 1,565.77	
Forest Svc. Fee	$ -	$ 291.67	$ 291.67	
Training, Dues & Subscriptions	$ 1,638.00	$ 2,916.67	$ 1,278.67	
Office Expenses	$ 5,581.13	$ 7,000.00	$ 1,418.87	
Travel	$ -	$ -	$ -	
Sample Testing	$ 21,019.32	$ 24,922.92	$ 3,903.60	
Operating Lease	$ -	$ -	$ -	
Biosolids Disposal	$ 33,186.78	$ 35,000.00	$ 1,813.22	
Underground Service Alert	$ 247.07	$ 291.67	$ 44.60	Ann. Membership Fee
Permit Fees	$ 8,340.82	$ 7,729.17	$ (611.65)	Most Paid at Beginning of Year
Bank Fees	$ 5,662.97	$ 3,325.00	$ (2,337.97)	Under-budgeted for security enhancements
Other Operating Expenses	**$ 95,755.75**	**$ 100,537.50**	**$ 4,781.75**	
Fuels and Lubricants	$ 6,605.80	$ 12,168.33	$ 5,562.53	
Fuels & Lubricants	**$ 6,605.80**	**$ 12,168.33**	**$ 5,562.53**	
Total Operating Expenses Thru JANUARY	**$ 1,833,223.53**	**$ 1,950,726.75**	**$ 117,503.22**	
			6.02%	

Douglas County Lake Tahoe Sewer Auth.

AP Check Register (Current by Bank)

Check Dates: 2/1/2021 to 2/28/2021

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: WFCHK - WELLS FARGO CHECKING					**101.1000**
10014	02/03/21	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$446.04
10015	02/03/21	P	BJG	BJG ARCHITECTURE & ENGINEERING	$9,011.25
10016	02/03/21	P	CAPITA	DICK CAMPAGNI'S CAPITAL FORD	$269.82
10017	02/03/21	P	CA12	CARSON VALLEY OIL CO., INC.	$562.11
10018	02/03/21	P	CH15	CHARTER COMMUNICATIONS	$84.97
10019	02/03/21	P	FR01	FRONTIER	$409.26
10020	02/03/21	P	HDR01	HDR, ENGINEERING, INC.	$14,679.26
10021	02/03/21	P	HOMETO	HOMETOWN HEALTH	$17,811.55
10022	02/03/21	P	BOU11	BOULDER EXTERMINATORS, INC	$100.00
10023	02/03/21	P	SHAW	JOHN SHAW CONSULTING, LLC	$6,175.00
10024	02/03/21	P	KGW	K.G. WALTERS CONSTRUCTION CO.	$92,130.92
10025	02/03/21	P	IKE01	KELVIN IKEHARA	$363.61
10026	02/03/21	P	IM10	KINGSBURY AUTOMOTIVE	$70.95
10027	02/03/21	P	KI12	KINGSBURY HARDWARE	$22.36
10028	02/03/21	P	LA12	LAWSON PRODUCTS, INC.	$764.38
10029	02/03/21	P	LIBERT	LIBERTY UTILITIES	$35.16
10030	02/03/21	P	AGUILA	MANNY AGUILAR	$161.50
10031	02/03/21	P	MET11	METLIFE - GROUP BENEFITS	$2,037.37
10032	02/03/21	P	OREILL	O'REILLY AUTOMOTIVE, INC.	$248.93
10033	02/03/21	P	EA13	PAULA EAST-JANICKI	$928.90
10034	02/03/21	P	PR02	PRAXAIR DISTRIBUTION, INC.	$766.46
10035	02/03/21	P	AN12	R.O. ANDERSON ENGINEERING, INC	$5,871.25
10036	02/03/21	P	VAN1	RICK VAN HORN	$264.21
10037	02/03/21	P	COOK	ROBERT COOK	$2,100.00
10038	02/03/21	P	ST09	STANDARD INSURANCE COMPANY	$627.97
10039	02/03/21	P	NE42	STATE OF NV. P.E.B.P.	$1,489.50
10040	02/03/21	P	SU13	SUMMIT PLUMBING CO., LLC	$335.00
10041	02/03/21	P	VER	VERIZON	$316.36
10042	02/03/21	P	VI12	VISION SERVICE PLAN - (AT)	$272.36
10043	02/03/21	P	WE12	Western Envir. Testing Lab	$1,540.00
10044	02/03/21	P	WIN	WIN-911 SOFTWARE	$600.00
10045	02/18/21	P	AL17	ALHAMBRA	$117.90
10046	02/18/21	P	AL01	ALLISON, MACKENZIE, Pavlakis	$8,310.00
10047	02/18/21	P	AXION	AXION ENGINEERING, LLC	$3,226.00
10048	02/18/21	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$1,129.94
10049	02/18/21	P	CH15	CHARTER COMMUNICATIONS	$89.98
10050	02/18/21	P	CY10	CYMA SYSTEMS, INC.	$818.65
10051	02/18/21	P	FASTEN	FASTENAL COMPANY	$116.76
10052	02/18/21	P	FREDH	FRED HOWARD	$564.41
10053	02/18/21	P	HDR01	HDR, ENGINEERING, INC.	$24,495.30
10054	02/18/21	P	SIERRA	DBA SIERRA OFFICE SOLUTIONS	$5.07
10055	02/18/21	P	LEWIS	LEWIS ROCA ROTHGERBER CHRISTIE	$21,501.00
10056	02/18/21	P	MC10	MCMASTER-CARR SUPPLY	$161.21
10057	02/18/21	P	MO19	MOTION INDUSTRIES, INC.	$506.64
10058	02/18/21	P	PEZ1	NOVA GEOTECHNICAL & INSPECTION	$3,400.00
10059	02/18/21	P	NV01	NV ENERGY	$22,799.49
10060	02/18/21	P	OREILL	O'REILLY AUTOMOTIVE, INC.	$15.61
10061	02/18/21	P	SO10	SOUTH TAHOE REFUSE, INC.	$315.50
10062	02/18/21	P	SO13	SOUTHWEST GAS CORP.	$1,427.49
10063	02/18/21	P	SU13	SUMMIT PLUMBING CO., LLC	$5,084.58
10064	02/18/21	P	TA01	TAHOE BASIN CONTAINER SVC.,INC	$3,148.50
10065	02/18/21	P	US12	USABLUEBOOK	$103.53
10066	02/18/21	P	WF01	WELLS FARGO	$3,277.66
10067	02/18/21	P	WE12	Western Envir. Testing Lab	$987.20
10068	02/18/21	P	WE18	WESTERN NEVADA SUPPLY CO.	$150.00
10069	02/18/21	P	WHITER	WHITE ROCK CONSTRUCTION, INC.	$47,978.99

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

Douglas County Lake Tahoe Sewer Auth.

AP Check Register (Current by Bank)

Check Dates: 2/1/2021 to 2/28/2021

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
				BANK WFCHK REGISTER TOTAL:	**$310,227.86**
				GRAND TOTAL :	**$310,227.86**

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

Douglas County Lake Tahoe Sewer Auth.

GL Entry Report - Batch Order

Year: All / Date: 2/1/2021 - 2/28/2021

Entry #	Date	Document	Job	Account	Description	Debits	Credits	Balance
BATCH: 7134	**JOURNAL: B**	**STATUS: Posted**	**PERIOD: 2021 - 8**	**CREATED: 02/08/21 by YHJ**				
133030	02/12/21			414.1100	JANUARY PERS CONTRIBS	$13,088.05	$0.00	$13,088.05
133031	02/12/21			415.1100	JANUARY PERS CONTRIBS	$13,088.05	$0.00	$26,176.10
133032	02/12/21			101.1000	JANUARY PERS CONTRIBS	$0.00	$26,176.10	$0.00
					BATCH 7,134 TOTALS:	**$26,176.10**	**$26,176.10**	**$0.00**
					TOTAL OF ALL JOURNAL(S):	**$26,176.10**	**$26,176.10**	