NOTICE OF PUBLIC HEARING

The public is hereby notified that **DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY** will hold a Public Hearing to review and approve the Tentative Budget for Fiscal Year 2021/2022 on Tuesday, May 18, 2021 at 9:30 a.m. in the conference room of the Wastewater Reclamation Plant, Highway 50 and Sewer Plant Road in Zephyr Cove, Douglas County, Nevada. A Special Meeting of the Board of Trustees of the Authority will begin immediately following the public hearing.

The Public Hearing and Special Meeting will concurrently be conducted via Zoom Teleconference for those who wish to participate via that option using the link, or phone number and passcode below.

https://zoom.us/j/95222112283?pwd=TGphZGJYNGNEV2ovZEptU0dCb1RnQT09

Meeting ID: 952 2211 2283
Passcode: 099619
Phone: +1 669 900 6833

The tentative budget for Douglas County Lake Tahoe Sewer Authority has been prepared in such detail and on appropriate forms as required by the Nevada Department of Taxation.

Copies of the tentative budget will be on file and available for public inspection with the County Clerk, Minden, Nevada; the Controller of the Authority, Administration Building, Wastewater Reclamation Plant, Zephyr Cove, Douglas County, Nevada; and at the office of the Nevada Department of Taxation.

In accordance with NRS 241.020, this notice has been posted in the following locations:

(1) Douglas County Lake Tahoe Sewer Authority
Wastewater Reclamation Plant Administration Building
Highway 50 and Sewer Plant Road
Zephyr Cove, Nevada

(2) Stateline Post Office
Kingsbury Grade
Stateline, Nevada

(3) Lake Village Home Owners Association
Lake Village Club House
Stateline, Nevada

(4) Douglas County Administration Building
175 Highway 50
Stateline, Nevada

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
PUBLIC HEARING AND SPECIAL MEETING AGENDA
TUESDAY, MAY 18, 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 Meetings of the Board of Trustees (March 10. 2021 and April 7, 2021) – **for possible action.**
7. **PUBLIC HEARING** on the Final Budget for Fiscal Year 2021-2022 – **for possible action.**
8. Discussion and Possible Action regarding designating signers on the Authority's bank accounts with Wells Fargo Bank and executing signature cards - **for possible action.**

9. Manager's Report (Rob Hopkins)

   A. General Status Report

   B. Consideration of the character, conduct and/or professional competence of the Authority Manager (Annual Performance Review) – **for possible action.**

10. Engineer's Report

    A. General Projects Status Report.

11. Attorney's Report

    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 Agenda for the Special Meeting of the 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 13th day of May, 2021.

Print Name: Paula East-Janicki
Title: DCLTSA Controller

MINUTES OF SPECIAL MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
MARCH 10, 2021

CALL TO ORDER:

A Special 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, March 10, 2021 at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

ROLL CALL:

Present was Trustee Richard Gardner. Additionally, Trustees Darya Vogt, Wes Rice and Chuck Fagen 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 and Eric Heffernon. Participating via audio and video internet connection by which everyone at the meeting could hear one another were Authority Accountant, Ying Johnson, Bob Cook, and the Authority's legal counsel, Jim Cavilia.

PUBLIC COMMENT:

None.

APPROVAL OF AGENDA:

It was moved by Trustee Vogt, seconded by Trustee Gardner and carried unanimously, 4-0, that the agenda be approved and adopted as presented.

Discussion and possible action to approve, approve with conditions or disapprove a Settlement Agreement with Aspen Developers, Corp., Contech Engineered Solutions, LLC and R.O. Anderson Engineering, Inc. in full resolution of all matters at issue in Case No. 18-CV-0218 in The Ninth Judicial District Court of Nevada, in and for the County of Douglas, for the total payment of $1,400,000.00 to the Douglas County Lake Tahoe Sewer Authority.

The Authority legal counsel, Jim Cavilia, introduced the item and indicated that he and Authority staff recommended approval of the Settlement Agreement as presented. Following presentation of the item, **it was moved by Trustee Gardner and seconded by Trustee Rice that the Settlement Agreement as presented be approved.**

Trustee Rice expressed his opinion that the proposed settlement was the best solution. Trustee Vogt indicated that she spoke to both Mr. Cavilia and Mr. Hopkins about the agreement and she was supportive.

Mr. Cavilia opened the floor to public comment regarding the matter. There was no public comment. **The motion passed unanimously.**

PUBLIC COMMENT:

There was no public comment.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 9:40 a.m.

_____

APPROVED

_____

4849-2311-9073, v. 1

MINUTES OF SPECIAL MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
APRIL 7, 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, April 7, 2021 at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

ROLL CALL:

Present were Trustees Richard Gardner and Darya Vogt. Additionally, Trustee Chuck Fagen, was present via audio and video internet connection by which he could hear everyone at the meeting and everyone could hear him. Trustee Wes Rice was absent.

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 in person was John McLaughlin of the Edgewood Companies.

PUBLIC COMMENT:

None.

APPROVAL OF AGENDA:

It was moved by Trustee Gardner, seconded by Trustee Vogt and carried unanimously, 3-0, that the agenda be approved and adopted as presented.

MINUTES OF PRIOR MEETING:

It was moved by Trustee Vogt, seconded by Trustee Gardner and carried unanimously, 3-0, that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated March 3, 2021 be approved.

Discussion regarding and possible appointment of Trustee representing the business community within Stateline, Nevada to fill the remainder of the unexpired term of Mike Bradford.

Based upon the suggestion and recommendation of former Trustee and Board Chairman, Mike Bradford, **it was moved by Trustee Gardner and seconded by Trustee Vogt that John McLaughlin of The Edgewood Companies, as a representative of the business community within Stateline, Nevada, be appointed as Trustee to fill the remainder of the unexpired term of Mike Bradford.**

Mr. McLaughlin expressed his appreciation for Mike Bradford's many years of service to the Authority as well as his personal willingness to serve on the Board. The floor was opened to public comment. There was no public comment. Following a brief discussion among the Trustees, **the motion was approved unanimously, 3-0.**

Discussion and possible appointment of a Board of Trustees member to serve as Board Chairman.

Following an inquiry from Trustee Vogt about Trustee Gardner's willingness to serve as Chairman of the Board, **it was moved by Trustee Vogt and seconded by Trustee Fagen that Rick Gardner be appointed as Chairman of the Board of Trustees.** The floor was opened to public comment. There was no public comment. **The motion was approved unanimously, 4-0.**

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 an OSHA inspection took place at the plant and Authority pump stations in March. The only requirements as the result of the inspections were to add some signage in confined areas of pump stations. Mr. Hopkins indicated that the inspection has now been approved and closed out.

Mr. Hopkins stated that a conditional letter of approval was drafted by R.O. Anderson Engineering and issued by the Authority for Edgewood Villas, Buildings 1-4. The project is planned for construction over the next two years.

Mr. Hopkins thanked Bob Cook for his assistance in expediting permitting by the Tahoe Douglas Fire Protection District of the new headworks building retrofit as part of the Treatment Plant Upgrades Project.

With regard to water crossings of the Authority's effluent force main along Muller Lane, Mr. Hopkins reported that payment has been made to the Nevada Division of State Lands for a consolidated easement to properly document the historic crossings.

Mr. Hopkins indicated that review of a proposed boundary line adjustment by Tahoe Beach Club (TBC) is ongoing in order to ensure that the adjustment does not impact any Authority improvements or easements.

Authority staff recently met with the Authority Engineer and representatives of the Tahoe South Events Center (TSEC) regarding the calculation of potential peak flows and the need for upsizing the Authority's existing sewer lines.

Mr. Hopkins reported that, as the one-year warranty period is approaching, inspection is planned of the manholes and sewer main that were relocated as part of the Authority's Sewer Interceptor Relocation Project.

Mr. Hopkins stated that the 15-ton export force main surge tank has been set in place and the complete installation is underway.

Mr. Hopkins explained that the underground piping to accommodate the new package headworks equipment has been installed and the entire project is expected to be completed by Thanksgiving, 2021.

In response to an inquiry from Trustee Vogt, Mr. Hopkins stated that a couple of sewer lines still must be upsized as part of the TSEC development. Authority Engineer, Rob Anderson, added that the upsizing work would likely be completed in the fall of 2021.

Chairman Gardner 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 April 5, 2021 briefly summarizing various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The April 5, 2021 correspondence is incorporated in these minutes by this reference.

Mr. Anderson briefly summarized his written report and stated that the Nevada State Lands easement for the Authority force main along Muller Lane has been successfully updated. Mr. Anderson indicated that inspection of improvements related to Phase 1 of TBC is ongoing as end of the one-year warranty period is approaching.

With regard to the meter reconciliation that has been ongoing, Mr. Anderson indicated that there was now a very good correlation among the various meters and that metering data would be provided to the Board on a quarterly basis going forward.

Mr. Anderson stated that application for the Nevada Department of Transportation (NDOT) permit for the TSEC work on Authority improvements has been submitted and that the planned work will be coordinated with the TSEC representatives.

With regard to the boundary line adjustment being sought by TBC, Mr. Anderson indicated that it is being reviewed to ensure that it will not negatively impact the Authority's easements or improvements.

In relation to the Edgewood Villas, Mr. Anderson reported that the hydraulic analysis is proceeding with regard to the encroachment on the Authority's intertie with South Tahoe Public Utility District.

Mr. Anderson reported that plans for the Werbin residence at 119 and 120 Snowbird in Lake Village have been re-submitted and will be reviewed upon receipt of a completed application and the appropriate fees.

Chairman Gardner thanked Mr. Anderson for all of his work on the metering reconciliation and expressed his satisfaction with the results. In response to an inquiry by Chairman Gardner, Mr. Anderson explained that much of the variation in flows over time is the result of tourism and peaking on weekends. Trustee Vogt added that the more steady flow of tourism throughout the year will likely result in less variation in sewer flows during upcoming years.

In response to a question from Chairman Gardner, Mr. Anderson explained that the Authority is involved in the review of TBC's boundary line adjustment in order to be sure that the adjustment does not have a negative impact on any Authority improvements or easements.

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

B. Discussion regarding Edgewood sewer line relocation/replacement project

Mr. Anderson indicated that communication was continuing with representatives of Edgewood but there was nothing new to report.

Chairman Gardner 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 Gardner 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 7% under budget through the end of February. Ms. East-Janicki reported that only 17 of 587 total customers have past due accounts with the Authority having liens for five of those accounts.

Ms. East-Janicki indicated that sewage flows for January through February of this year are 6% lower than last year. The lower flows will cause rates per gallon of flow to increase because the Authority's overall costs do not go down when flows are lower. Ms. East-Janicki added that the closure of the Lakeside Inn will continue to have an impact on total flows until those flows are replaced by another use.

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

B. Discussion regarding and possible adoption of Authority's Five-Year Capital Development Plan

Ms. East-Janicki had provided the Board with an updated draft of the Authority's Capital Development Plan (CDP) and stated that this plan is reviewed and approved every year to be included in the Authority's budget. Ms. East-Janicki stressed that the CDP was only a guideline and could be adjusted as time progresses and priorities change. Ms. East-Janicki explained that based upon the recent failure of a portion of the Authority effluent export pipeline, replacement of portions of that pipeline have been moved up on the CDP as proposed. Ms. East-Janicki indicated that a thorough assessment of that pipeline is ongoing to determine which sections of the line need to be replaced first.

Ms. East-Janicki explained that the Aeration Basin upgrade is underway and will continue under the proposed CDP. Ms. East-Janicki stated that the Underground Emergency Storage Tank project that failed has now been written off and its replacement built into the new CDP. Finally, Ms. East-Janicki explained that the CDP was prepared in such a manner that the Authority should always have sufficient construction funds available to address emergencies as they occur.

In response to a question from Trustee Vogt regarding the effluent export pipeline, Mr. Hopkins explained that the new replacement pipe is of a higher grade than the original pipe and will be able to withstand greater pressure. Additionally, Mr. Hopkins added that the construction of the

STPUD Intertie allows DCLTSA to divert 50%of flow to STPUD and away from the Main Pump Station, allowing a smaller Underground Emergency Storage Tank size than previously installed.

Following a brief discussion among the Trustees, **it was moved by Trustee Vogt and seconded by Trustee McLauglin that the Capital Development Plan as presented be adopted.** Chairman Gardner opened the floor to public comment regarding the matter. There was no public comment. **The motion was approved unanimously, 4-0.**

C. Discussion regarding and possible adoption of Authority's Tentative Budget for Fiscal Year 2021-2022

Ms. East-Janicki presented the Board with a proposed budget for fiscal year 2021-2022 and explained that the form of the budget was as required by the State of Nevada. Ms. East-Janicki proceeded to explain the budget line by line, explaining the expenses had been reduced in some areas in order to offset increases in others. Overall expenses are level with the previous year.

Mr. Hopkins added that the proposed budget is tight but doable, explaining that repair and replacement costs are down based upon the amount of the Authority facilities that have been updated in recent years.

Ms. East-Janicki once again explained that lower overall sewage flows result in higher rates for users because costs do not decrease significantly when flows decrease. In this regard, Ms. East-Janicki presented a summary showing the rate increases for each of the contributing districts as well as the in-Authority commercial users. Chairman Gardner thanked Ms. East-Janicki for her presentation and indicated that the rate increase information with regard to the contributing districts had been provided to those districts in order to allow the districts to prepare their respective budgets.

Following a brief discussion among the Trustees, **it was moved by Trustee Vogt and seconded by Trustee McLauglin that the Tentative Budget for fiscal year 2021-2022 as presented be adopted.** Chairman Gardner opened the floor to public comment regarding the matter. There was no public comment. **The motion was approved unanimously, 4-0.**

D. Investment Report

Ms. East-Janicki had a written summary of the Authority's investments available, showing a total of more than $9.6 million in Wells Fargo, the Local Government Investment Pool (LGIP) and longer-term CDs. Ms. East-Janicki reported that money had been moved from the LGIP to the general construction account to pay ongoing plan upgrade expenses and that those funds will eventually be reimbursed from the State Revolving Loan fund.

In response to an inquiry from Trustee McLaughlin, Ms. East-Janicki explained that the Authority reserves are divided internally among various Authority funds.

Chairman Gardner 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. Trustee Vogt indicated that she would sign off on the claims.

Chairman Gardner 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 Vogt reported that KGID was in the process of selecting a new District Manager and that they anticipate having the position filled by June 30, 2021.

Chairman Gardner reported that Tahoe Douglas District (TDD) had completed its metering improvements and that TDD would be updating its rates at its next meeting.

Chairman Gardner 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.

_____

APPROVED

_____

4830-1522-1222, v. 1

AUTHORITY CONTROLLER'S

BOARD REPORT ON FINAL BUDGET

FISCAL YEAR 2021-2022

BUDGET HEARING

The budget included in the Board packet is the same as the Tentative Budget approved last month, with only the cover page being changed. For anyone who did not attend the April meeting, I am including a summary here of the things discussed then. For the sake of brevity, I will not be going over each of these items during the Board meeting except as a response to questions.

Summary of April Board Presentation of the Tentative Budget

The first three pages of the Budget are administrative and for data collection only. Page 4 is a summary of budgeted revenues and expenses. Please note that we are considered by the State to be a Proprietary or Enterprise Fund, meaning that our expenses must be covered by our rates. Unlike the other participating districts, we do not receive Ad Valorem taxes.

Page 5 of the budget details the categories of expected revenues and expenses. The numbers in column (2) – Estimated Current Year reflect the numbers from the current year's budget.

- In Column (3) Tentative Approved, you will note an increase in the Salaries and Benefits category due to a hike in the upcoming PERS contribution rate of .5% and an expected 11-15% increase we've been told to expect in Worker's Compensation costs.

- I budgeted commensurate decreases to other categories to offset Salaries and Benefits.
- Insurance and Other Expenses have been increased also to accommodate an 11 – 15% increase in our comprehensive insurances. As with Workers' Comp, that was done at the recommendation of our insurer, Nevada Pool Pact.
- Fuels and Lubricants were also increased due to the rising price of gas.
- Overall Operating Expenses are budgeted down from the current year, due to decreased Depreciation and Amortization on assets that are now fully depreciated.
- The notable difference in Nonoperating Revenues is in the Interest Earned category. As I'm sure you've all noticed, interest rates are nominal now, and I budgeted accordingly.
- The Interest on Bonds category has been increased because we have an additional loan.

Page 6 of the budget deals with cash flows. This is where the numbers from the Capital Development Plan, approved by the Board last month, have to match. The $4,600,194 for Acquisition and Construction of Capital Assets reflects the project costs from the Capital Development Plan plus $100,000 for general fund capital outlay (usually pumps, valves and continuing SCADA expansion.)

The remaining budget pages detail debt service interest and contracts for outside services already in place.

As I advised the Board in March, significantly lower overall flows cause significantly higher rates. For example $1,000 in expenses divided by 200 gallons of flow = $5 per gallon. $1,000 in expenses divided by only 150 gallons of flow = $6.66 per gallon.

Last year, flows **decreased** overall by almost 19%. That results in much higher rate increases than in prior years. The budget I am submitting is very conservative, with overall operating expenses level with last year, at a time we are all experiencing higher costs. It's good to have a goal to shoot for and meeting this budget will be a worthy challenge.

The increased rates I mentioned at the March meeting have changed a little bit. Just as a reminder…….. increased or decreased flow contribution rates also impact overall rates.

- Round Hill GID's rate increase will be 14.6%, partly due to an increase in flow contribution.
- Kingsbury GID's rate increase will be 10.5%, again partly due to an increase in flow contribution.
- Tahoe Douglas District's rate increase will be only 4.57% because their flow contribution is down.
- DCLTSA's commercial rate increase will be 18.5%. Last year, In-Authority flows were down more than 30%. For the commercial users, that results in a higher rate per 1,000 gallons of flow (remember: same expenses but fewer gallons to divide by). For the largest commercial users the 18% increase per 1,000 gallons will not impact them as much because their individual flows were down significantly. The users that are impacted the most are the

small businesses who were less impacted by the Covid shutdown, so their flows stayed more level.

If there are no questions, I would ask that the Board adopt the Final budget, so I can submit it to the Department of Taxation prior to May 31, 2021.

Douglas County Lake Tahoe Sewer Authority
Wastewater Reclamation Plant

P.O. Box 578, Zephyr Cove, NV 89448 775-588-3558 • 775-588-1845 fax

Nevada Department of Taxation
1550 College Parkway, Suite 115
Carson City, NV 89706-7921

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY herewith submits the **FINAL** budget for the fiscal year ending **June 30, 2022**

This budget contains 1 funds, including Debt Service, requiring property tax revenues totaling $ 0

The property tax rates computed herein are based on preliminary data. If the final state computed revenue limitation permits, the tax rate will be increased by an amount not to exceed 0 If the final computation requires, the tax rate will be lowered.

This budget contains 0 governmental fund types with estimated expenditures of $ 0 and 1 proprietary funds with estimated expenses of $ **5,346,604**

Copies of this budget have been filed for public record and inspection in the offices enumerated in NRS 354.596 (Local Government Budget and Finance Act).

CERTIFICATION

I PAULA EAST-JANICKI
(Printed Name)
AUTHORITY CONTROLLER
(Title)
certify that all applicable funds and financial operations of this Local Government are listed herein.

Signed _____

Dated: May 18, 2021

APPROVED BY THE GOVERNING BOARD

_____

_____

_____

_____

_____

_____

_____

_____

SCHEDULED PUBLIC HEARING:
(Must be held from May 17, 2021 to May 31, 2021 this year)

Date and Time May 18, 2021 9:30 a.m. Publication Date May 6, 2021

Place: Administrative Bldg., Wastewater Reclamation Plant, Round Hill, Nevada

INDEX

SCHEDULE		PAGE
1	TRANSMITTAL LETTER	1
--	INDEX	2
S-2	STATISTICAL DATA	3
A-2	PROPRIETARY FUNDS	4
PROPRIETARY FUNDS		
F-1	REVENUES, EXPENSES AND NET INCOME	5
F-2	STATEMENT OF CASH FLOWS	6
C-1	INDEBTEDNESS	7
30	LOBBYING EXPENSE ESTIMATE	8
31	SCHEDULE OF EXISTING CONTRACTS	9
32	SCHEDULE OF PRIVATIZATION CONTRACTS	10

FULL TIME EQUIVALENT EMPLOYEES BY FUNCTION

	ACTUAL PRIOR YEAR ENDING 6/30/2020	ESTIMATED CURRENT YEAR ENDING 6/30/2021	BUDGET YEAR ENDING 6/30/2022
General Government			
Judicial			
Public Safety			
Public Works			
Sanitation	11.25	12	12
Health			
Welfare			
Culture and Recreation			
Community Support			
TOTAL GENERAL GOVERNMENT			
Utilities			
Hospitals			
Transit Systems			
Airports			
Other **Board Members**	5	5	5
TOTAL	16.25	17	17

POPULATION (AS OF JULY 1)	2450	2550	2550
SOURCE OF POPULATION ESTIMATE*	Sewer Connections	Sewer Connections	Sewer Connections
Assessed Valuation (Secured and Unsecured Only)	n/a	n/a	n/a
Net Proceeds of Mines			
TOTAL ASSESSED VALUE	n/a	n/a	n/a
TAX RATE General Fund			
Special Revenue Funds			
Capital Projects Funds			
Debt Service Funds			
Enterprise Fund	0	0	0
Other			
TOTAL TAX RATE	0	0	0

*** Use the population certified by the state in March each year. Small districts may use a number developed per the instructions (page 6) or the best information available.**

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
(Local Government)

SCHEDULE S-2 - STATISTICAL DATA

SCHEDULE A-2 PROPRIETARY AND NONEXPENDABLE TRUST FUNDS

Budget For Fiscal Year Ending June 30, 2022

Budget Summary for DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
(Local Government)

FUND NAME	*	OPERATING REVENUES (1)	OPERATING EXPENSES (2) **	NONOPERATING REVENUES (3)	NONOPERATING EXPENSES (4)	OPERATING TRANSFERS IN (5)	OPERATING TRANSFERS OUT(6)	NET INCOME (7)
PROPRIETARY	**E**	**5,319,232**	**5,138,440**	**201,284**	**208,164**	**0**	**0**	**173,912**
TOTAL		**5,319,232**	**5,138,440**	**201,284**	**208,164**	**0**	**0**	**173,912**

* FUND TYPES: E - Enterprise
I - Internal Service
N - Nonexpendable Trust

** Include Depreciation

PROPRIETARY FUND	(1) ACTUAL PRIOR YEAR ENDING 6/30/2020	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2021	(3) BUDGET YEAR ENDING 06/30/22 TENTATIVE APPROVED	(4) BUDGET YEAR ENDING 06/30/22 FINAL APPROVED
OPERATING REVENUE				
Sewer Fees	**2,465,666**	**2,448,621**	**2,321,164**	
Contracts - Other Districts	**2,361,588**	**2,745,482**	**2,985,068**	
Other Fees	**182,167**	**13,000**	**13,000**	
Total Operating Revenue	**5,009,421**	**5,207,103**	**5,319,232**	
OPERATING EXPENSE				
Salaries, Benefits	**1,928,057**	**2,139,338**	**2,175,335**	
Utilities	**326,478**	**345,505**	**337,670**	
Chemicals, Supplies	**62,397**	**71,250**	**69,750**	
Legal, Accounting	**84,423**	**99,850**	**95,350**	
Engineering and Consulting	**125,836**	**104,000**	**94,000**	
Repairs and Maintenance	**307,777**	**264,475**	**227,450**	
Insurance, Other	**243,317**	**298,825**	**321,800**	
Fuels, Lubricants	**14,368**	**20,860**	**22,860**	
Depreciation/Amortization	**1,648,966**	**1,819,263**	**1,794,225**	
Total Operating Expense	**4,741,619**	**5,163,366**	**5,138,440**	
Operating Income or (Loss)	**267,802**	**43,737**	**180,792**	
NONOPERATING REVENUES				
Interest Earned	**171,488**	**113,000**	**63,300**	
Property Taxes	**0**	**0**	**0**	
Consolidated Tax	**137,984**	**137,984**	**137,984**	
Capacity Fees	**56,600**	**0**	**0**	
Gain on Disposal of Assets	**720**	**0**	**0**	
Federal Grant Funds	**0**	**0**	**0**	
Total Nonoperating Revenues	**366,792**	**250,984**	**201,284**	
NONOPERATING EXPENSES				
Interest on Bonds	**32,629**	**157,718**	**208,164**	
Loan Acqusition Expense	**101,909**	**0**	**0**	
Total Nonoperating Expenses	**134,538**	**157,718**	**208,164**	
Net Income before Operating Transfers	**500,056**	**137,003**	**173,912**	
Operating Transfers (Schedule T)				
In	**0**	**0**	**0**	
Out	**0**	**0**	**0**	
Net Operating Transfers	**0**	**0**	**0**	
CHANGE IN NET POSITION	**500,056**	**137,003**	**173,912**	

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
(Local Government)

SCHEDULE F-1 REVENUES, EXPENSES AND NET POSITION

FUND ENTERPRISE (PROPRIETARY)

PROPRIETARY FUND 0	(1) ACTUAL PRIOR YEAR ENDING 6/30/2020	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2021	(3) BUDGET YEAR ENDING 06/30/22 TENTATIVE APPROVED	(4) FINAL APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash Received From Customers	**4,922,601**	**5,207,103**	**5,319,232**	
Cash Payments to Suppliers	**(1,101,221)**	**(1,204,765)**	**(1,168,880)**	
Cash Payments to Employees	**(1,847,510)**	**(2,139,338)**	**(2,175,335)**	
Deposits Refundable	**15,758**			
a. Net cash provided by (or used for) operating activities	**1,989,628**	**1,863,000**	**1,975,017**	
B. CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
None	**0**	**0**	**0**	
b. Net cash provided by (or used for) noncapital financing activities	**0**	**0**	**0**	
C. CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:				
Acquisition and Construction - Capital Assets	**(1,849,030)**	**(5,400,000)**	**(4,600,194)**	
Consolidated Taxes	**137,984**	**137,984**	**137,984**	
Cash From Sale of Assets	**2,000**	**0**	**0**	
Cash Received for Capacity Fees	**56,600**	**0**	**0**	
Debt Service Interest	**(32,629)**	**(157,718)**	**(208,164)**	
Debt Service Principal	**(112,376)**	**(115,899)**	**(119,533)**	
Issuance of Long-Term Debt	**1,102,261**	**4,700,000**	**3,551,274**	
Debt Issuance Costs	**(101,909)**	**0**	**0**	
c. Net cash provided by (or used for) capital and related financing activities	**(797,099)**	**(835,633)**	**(1,238,633)**	
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Redemption (Purchase) of Investments	**1,960,000**	**0**	**0**	
Interest on Investments	**183,605**	**113,000**	**63,300**	
Restricted Investments	**(110,563)**	**(470,000)**	**(355,121)**	
d. Net cash provided by (or used in) investing activities	**2,033,042**	**(357,000)**	**(291,821)**	
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	**3,225,571**	**670,367**	**444,563**	
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	**5,544,955**	**8,770,526**	**9,440,893**	
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	**8,770,526**	**9,440,893**	**9,885,456**	

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
(Local Government)

SCHEDULE F-2 STATEMENT OF CASH FLOWS

FUND: ENTERPRISE FUND

ALL EXISTING OR PROPOSED
GENERAL OBLIGATION BONDS, REVENUE BONDS,
MEDIUM-TERM FINANCING, CAPITAL LEASES AND
SPECIAL ASSESSMENT BONDS

* - Type
1 - General Obligation Bonds
2 - G.O. Revenue Supported Bonds
3 - G.O. Special Assessment Bonds
4 - Revenue Bonds
5 - Medium-Term Financing
6 - Medium-Term Financing - Lease Purchase
7 - Capital Leases
8 - Special Assessment Bonds
9 - Mortgages
10 - Other (Specify Type)
11 - Proposed (Specify Type)

(1) NAME OF BOND OR LOAN List and Subtotal By Fund	(2) *	(3) TERM	(4) ORIGINAL AMOUNT OF ISSUE	(5) ISSUE DATE	(6) FINAL PAYMENT DATE	(7) INTEREST RATE	(8) BEGINNING OUTSTANDING BALANCE 7/1/2021	(9) REQUIREMENTS FOR FISCAL YEAR ENDING 06/30/22 INTEREST PAYABLE	(10) PRINCIPAL PAYABLE	(11) (9)+(10) TOTAL
FUND: Proprietary							$	$	$	$
SRF Loan Series May 25, 2006	4	20	$2,000,000	5/25/2006	1/1/2026	3.2375%	$ 415,989.58	$ 12,841.92	$ 77,941.58	$ 90,783.50
SRF Loan Series 2007	4	20	$1,200,000	8/27/2007	7/1/2027	2.875%	$ 292,831.97	$ 8,122.09	$ 41,591.55	$ 49,713.64
SRF Loan Series 2019	4	20	$9,000,000	10/3/2019		2.080%	Estimated $5,802,261.00	$ 187,199.86	$	$ 187,199.86
							$	$	$	$
TOTAL ALL DEBT SERVICE							$6,511,082.55	$208,163.87	$119,533.13	$327,697.00

SCHEDULE C-1 - INDEBTEDNESS
Budget Fiscal Year 2021-2022

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
(Local Government)

Schedule of Existing Contracts

Budget Year 2021 - 2022

Local Government: DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Contact: PAULA EAST-JANICKI
E-mail Address: pke@dcsid.com
Daytime Telephone: 775-586-8575

Total Number of Existing Contracts: 10

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2021-22	Proposed Expenditure FY 2022-2023	Reason or need for contract:
1	Allison, MacKenzie, et al., James Cavilia, Esq.	8/2/2004		$ 40,000	$ 40,000	Legal Services
2	Bently Family Limited Partnership	10/26/1998		$ 21,650	$ 21,650	Biosolids Composting
3	R.O. Anderson Engineering, Inc.	7/18/2008		$ 60,000	$ 60,000	District General Engineering Svcs.
4	Bob Cook	1/1/2014		$ 25,200	$ 25,200	Interaction w/Various Agencies and Permitting Assist.
5	Tahoe Basin Container Service	4/1/2021	3/31/2022	$ 35,000		Biosolids Hauling
6	Eide Bailly	4/1/2019		$ 45,500	$ 48,000	Audit Services
7	JNA Consulting Group	3/20/2019		$ 1,000	$ 1,000	Debt Management Policy.
8	Paychex Payroll Services	7/1/2019		$ 9,850	$ 9,850	Payroll and Tax Reporting
9	Burgarello Alarm, Inc.	6/26/2018		$ 750	$ 750	Fire Alarm Monitoring
10	Cashman Equipment Company	2/26/2018		$ 7,400	$ 7,400	Generator Inspection
11						
12						
13						
14						
15						
16						
17						
18						
19	Total Proposed Expenditures			$ 246,350	$ 213,850	

Additional Explanations (Reference Line Number and Vendor):

Schedule of Privatization Contracts

Budget Year 2021 - 2022

Local Government: DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Contact: PAULA EAST-JANICKI
E-mail Address: pke@dcsid.com
Daytime Telephone: 775-586-8575

Total Number of Privatization Contracts: 0

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Duration (Months/ Years)	Proposed Expenditure FY 2020-2021	Proposed Expenditure FY 2021-2022	Position Class or Grade	Number of FTEs employed by Position Class or Grade	Equivalent hourly wage of FTEs by Position Class or Grade	Reason or need for contract:
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11	Total				0	0		0		

Attach additional sheets if necessary.

Douglas County Lake Tahoe
Sewer Authority

P.O. Box 578, Zephyr Cove, NV 89448 775-588-3558 • 775-588-1845 fax

May 18, 2021

Wells Fargo
Government & Institutional Banking
333 S. Grand Avenue, 5th Floor
Los Angeles, CA 90071

ATTN: Raquel Luna-Ramirez

RE: Changes to Account Signers Accounts [redacted]46 and [redacted]10

Dear Ms. Luna-Ramirez:

I am the Chairman of the Board of Trustees for Douglas County Lake Tahoe Sewer Authority. As such, by this letter I authorize the change of account signers requested previously by Paula East-Janicki. I have executed the enclosed Amendment to Commercial Account Signature Card and provided the requested business phone number and email address on the Authorization Certificate.

Thank you for your help in accomplishing this.

Sincerely,

Richard Gardner
Board Chairman

Enclosures as stated

WELLS FARGO

Amendment to Commercial Account Signature Card

I. Account Title(s)

Account #1 [redacted]6 ColD [redacted] (Internal Use Only)	**Account #2** [redacted]10 ColD [redacted] (Internal Use Only)
Title Line 1 Douglas County Lake Tahoe Sewer (Customer's full legal name matching Customer's formation documents and TIN certification documentation- 40 characters max.)	**Title Line 1** Douglas County Lake Tahoe Sewer (Customer's full legal name matching Customer's formation documents and TIN certification documentation- 40 characters max.)
Optional Account Title Lines (40 characters max per line.)	Optional Account Title Lines (40 characters max per line.)
Title Line 2 Authority	Title Line 2 Authority
Title Line 3	Title Line 3
Title Line 4 (If applicable, enter DBA name on last available title line)	Title Line 4 (If applicable, enter DBA name on last available title line)

II. Amendment to Authorized Account Signers-add:

#1 _____ Richard Gardner

Signature | Printed Name

Signer role-Please Select **one**. If no selection default will be limited signer. Refer to section IV for authority definitions.

☐ Limited Signer ☒ Authorized Agent or Key Executive ☐ Owner

Banker must provide CIS customer number: _____

III. Amendment to Authorized Account Signers-delete:

#1 Michael H Bradford

Signer Name

IV. Customer Acknowledgement & Agreement

On behalf of the customer, I hereby certify, by my signature below, that each of the individuals designated in Section II above as

(a) a "Limited Signer" is authorized, acting alone, to (i) sign checks drawn on the account(s) and (ii) instruct Wells Fargo with respect to stop payment order(s).

(b) an "Authorized Agent or Key Executive" is authorized, acting alone, to (i) sign checks drawn on and make cash withdrawals from the account(s), (ii) instruct Wells Fargo with respect to stop payment order(s) and (iii) initiate funds transfers by ACH, wire or other means from the account(s) in accordance with the customer's contractual arrangements with Wells Fargo regarding these services.

(c) an "Owner" is authorized, acting alone, to (i) sign checks drawn on and make cash withdrawals from the account(s), (ii) instruct Wells Fargo with respect to stop payment order(s) and (iii) initiate funds transfers by ACH, wire or other means, including to personal and business account(s) in accordance with the customer's contractual arrangements with Wells Fargo regarding these services. Additional information may be requested from all named Owners according to Wells Fargo's customer due diligence policies.

Wells Fargo may obtain credit reports or other information about the customer. Wells Fargo may disclose information about each account to its affiliates, to credit reporting agencies, and to other persons or agencies that, in Wells Fargo's judgement, have a legitimate purpose for obtaining the information.

I acknowledge that the customer has received the Wells Fargo Commercial Account Agreement and agrees its terms and conditions, as amended from time to time, will govern the account(s).

_____ _____

Printed Name | Position/Title

_____ _____

Authorized Signature | Date

Bank Use Only		
Banker Name Lynn Heislein	Banker Telephone +1 (775) 689-6002	Banker MAC A4649-021
AU 7119	RAU 7119	Officer # N1966
Submitter Name Raquel Luna-Ramirez	Submitter Phone # +1 (213) 253-7243	

© 2019 Wells Fargo Bank, N.A., All rights reserved.

WELLS FARGO

Authorization Certificate

Depository Accounts and Treasury Management Services

The undersigned hereby certifies that he or she is the duly appointed authorized representative of Douglas County Lake Tahoe Sewer Authority (Account holder's complete legal entity/company name), a Municipality (description of Account holder's business entity type) ("Customer"), with authority to act on behalf of Customer, and that the following are true and correct resolutions duly adopted by Customer, in accordance with its formation and governing documents, and that these resolutions have not been in any way altered, amended or rescinded, and are now in full force and effect:

The undersigned further certifies that any one of the following named persons:

	Name	Title	Business Phone Number	Business Email Address
#1	Rob A. Hopkins	Authority Manager	X	X
#2	Richard Gardner	Chairman	X	X
#3	Wesley Rice	Board Treasurer	X	X
#4	Darya Vogt	Board Trustee	X	X

is individually authorized to, and to designate one or more other Customer officers, agents or employees (each such aforementioned person, officer or designee thereof is referred to herein as an "Authorized Representative") to: (a) open or close one or more deposit and/or securities accounts (the "Accounts") with Wells Fargo Bank, National Association ("Bank"); (b) execute and deliver in Customer's name such agreement(s) regarding the Accounts and the services related thereto as Bank may from time to time require; (c) authorize and execute transactions on the Accounts, including, without limitation, (i) signing checks and other instruments withdrawing funds from the Accounts, including those payable to cash or to persons who sign them, (ii) requesting funds transfers by Bank to and from the Accounts, (iii) entering into arrangements for the processing of automated clearing house ("ACH") debit entries and/or ACH credit entries to and from the Accounts, and (iv) endorsing on behalf of Customer, and otherwise negotiating, checks and other items payable to Customer; (d) incur overdrafts and other obligations in the Accounts at Bank in connection with any of the products, services, or activities authorized by these resolutions; and (e) invest Customer's funds on such terms and conditions as such Authorized Representative deems appropriate.

Customer is authorized to enter into any other arrangements, agreements and documents with respect to any of Bank's deposit and treasury management products and services, in such form and on such terms and conditions as may be agreed to by an Authorized Representative signing such agreements and documents.

Customer shall be bound to Bank by, and Bank may rely upon, any communication or act, including telephone communications, purporting to be done by any partner, employee or agent of Customer provided that Bank believes, in good faith, that the same is done by a person authorized to so act.

The authority hereby conferred is in addition to that conferred by any other certificate heretofore or hereafter delivered to Bank and shall continue in full force and effect until Bank shall have received notice in writing from Customer of the revocation hereof. Any such revocation shall be effective only as to actions which are taken by Customer pursuant to the certifications contained herein, subsequent to Bank's receipt of such notice. The authority hereby conferred shall be deemed retroactive, and any and all acts authorized herein which were performed prior to the execution of this certificate are hereby approved and ratified.

The undersigned further certify that the activities covered by the foregoing certifications constitute duly authorized activities of Customer; that said certifications are now in full force and effect; and that there is no provision in any document pursuant to which Customer is organized and/or which governs Customer's continued existence limiting the power of the undersigned to make the certifications set forth herein, and that the same are in conformity with the provisions of all such documents.

ACKNOWLEDGED & AGREED TO:

By/Signature: _____

Printed Name: Richard Gardner

(this individual must be a duly appointed representative of the TIN of record)

Title: Chairman

Date: _____

Tax Identification Number of Customer: 88-0103295

(TIN of the Account holder as assigned by the IRS)

Public Funds Customers Only: Unless Customer otherwise specifically instructs Bank in writing, Bank will consider each of the Authorized Representatives listed above to be an "Official Custodian" as referenced in 12 C.F.R. 330.15 for the purposes of calculating Customer's deposit insurance coverage.

© 2020 Wells Fargo Bank, N.A., All rights reserved.

Meeting Date: May 18th, 2021

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report – May 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 1-year warranty period inspection of the sewer infrastructure installed as part of the DCLTSA Sewer Interceptor Relocation Project at the Tahoe Beach Club has been completed.

   DCLTSA crew and Summit Plumbing isolated the relocated sewer interceptor where it crosses TBC property between manholes MH-307 and MH-310 and inspected the sewer line and manholes with closed-circuit television equipment. We found half of a fractured manhole lid inside MH-307.
   We also found leaks on both the inlet and outlet seals where the interceptor sewer pipe penetrates manhole MH-309.

   We have removed the broken manhole lid and notified TBC of the need to repair the leaks in manhole MH-309. The CCTV inspection video has been forwarded to DCLTSA Engineer R.O. Anderson for review and comment.

   DCLTSA has notified TBC of the needed repair work for manhole MH-309 and we will be submitting billing to TBC for the inspection costs as well.

2. 1st Quarter 2021 Discharge Monitoring Reports have been submitted and passed by the Nevada Division of Environmental Protection and the Environmental Protection Agency.

3. Preliminary meetings with HDR Engineering and DCLTSA to coordinate the training of DCLTSA staff on the new operational process at the Treatment Plant have begun. The goal is to anticipate training needs as the plant converts to a new biological process for sewage treatment once the Treatment Plant Upgrades Project is completed.

4. Recent laboratory and treatment plant operational data has been submitted to HDR Engineering to verify current sewage flows and constituents are accounted for in the operating parameters and assumptions for the new treatment systems.

Of interest is the fact that inflows to the treatment plant are significantly lower than in the past. While some flow loss due to COVID restrictions is apparent, it looks like the recent efforts that RHGID has made to address a few major points of freshwater infiltration into their sewer system have been very successful, further reducing flow into the treatment plant.

5. DCLTSA drained, cleaned and inspected both 600,000 gallon treated effluent storage tanks. I would like to note that historically this work was outsourced to a private contractor at a cost of about $12,000 per cleaning, and it took the contractor two to three full days to complete the work. We now do this task in house, and with some innovative wash-down modifications made by DCLTSA staff, we have reduced the cleaning time per tank from 1 day or more to about 4-6 hours while also eliminating the need for a contractor and vacuum truck.

6. Tahoe Beach Club Phase 2 plans have been reviewed by Authority Engineer R.O. Anderson. Further details may be provided by the Authority Engineer.

7. NDOT has submitted comments on the Tahoe South Events Center plans for the upgraded sewer line segment that will be in US Highway 50. The Authority Engineer may provide further detail.

8. DCLTSA staff replaced the main Export pipeline flowmeter this month. This installation represents the final replacement of the Authority major flowmeter stock. All key Authority flowmeters within the Basin have now been replaced within the last 3 years. We are looking at replacing the outfall flowmeters in the Carson Valley at Bently and Park Cattle in the next few years.

9. DCLTSA staff is in the process of obtaining estimates to replace the composite shingles on the Treatment Plant Mechanical Building. The shingles are failing and the roof leaks in places. We would like to take advantage of the summer weather to perform the replacement, if possible.

10. The underground utilities and pipe work for the new headworks package plant have been completed. The floor was poured Wednesday, May 12th. After the appropriate curing time for the concrete, work to install the major headworks components will commence. The overall project still appears to be on track for substantial completion in the late fall of 2021. (photos attached)



Pumping concrete into the headworks building



Pouring the headworks floor



Finishing the concrete

Douglas County Lake Tahoe Sewer Authority Manager Performance Evaluation

Employee Name: Robert Hopkins **Date:** May 18, 2021

Rating Period: From: May 2020_____ To: May 2021_____

Rating Scale Definitions (1-5)

(1)	Unsatisfactory	The employee's work performance is inadequate and inferior to the standards of performance required for the position. Shows little or no initiative or urgency to improve performance despite repeated coaching and/or retraining. Continued employment is in immediate jeopardy.
(2)	Improvement Needed	The employee's work performance demonstrates weakness in accomplishing performance expectations and does not consistently meet the standards of the position. Serious effort is needed to improve performance if employee is to retain employment.
(3)	Meets Job Standard	The employee's work performance consistently meets the standards of the position. Employee demonstrates knowledge and ability to meet performance expectations. Errors are generally minimal and self-corrected by employee with limited degree of instruction or assistance. Employee demonstrates effective leadership skills and motivates staff.
(4)	Exceeds Job Standard	The employee's work performance is consistently above the level of "meets" job standard performance. Demonstrates strong knowledge and ability to perform essential functions of position and seeks for ways to improve.
(5)	Outstanding	Employee demonstrates substantial knowledge and consistent ability in performance of essential functions of position. Employee continually demonstrates willingness to assume additional responsibilities, makes significant contributions beyond normal expectations. Is respected by others and demonstrates strong productive leadership skills.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

1.	Governing Board Relationships	1	2	3	4	5	N/A
A.	Effectively implements policies and programs approved by the Board.						
B.	Reporting to the Board is timely, clear, concise and thorough.						
C.	Accepts direction/instructions in a positive manner.						
D.	Keeps the Board informed of current plans and activities of the Douglas County Lake Tahoe Sewer Authority.						
E.	Provides the Board with clear report of anticipated issues that could come before the Board.						

Comments: _____

_____

_____

2.	Communication	1	2	3	4	5	N/A
A.	Oral communication is clear, concise and articulate.						
B.	Written communications are clear, concise and accurate.						
C.	Listens effectively and responds appropriately.						

Comments: _____

3.	Professional Job-Related Competencies	1	2	3	4	5	N/A
A.	**Decision Making**: *Reasons, analyzes, and evaluates; looks beyond short-term results; properly assesses; and knows when to ask for assistance. Uses good judgment and common-sense approach; anticipates situations; capable of embracing change and recognizes when circumstances dictate a change is necessary.*						
B.	**Personal Behavior**: *Behavior is positive example for others; consistent and timely at work and meetings; dress and grooming is appropriate to position; shows good judgment; interactions with others are of the highest level of integrity and ethical conduct; is fair and impartial in dealing with others; and sets strong personal example by demonstrating respect for others and their ideas.*						
C.	**Leadership**: *Ability to get others to work together effectively and see "big picture"; takes ownership for own activities; interacts with others objectively; and utilizes resources effectively in assessing situations prior to taking action.*						
D.	**Technical Knowledge**: *Maintains current technical knowledge and ability to sufficiently manage and complete tasks/projects; actively pursues expanded mastery of knowledge and abilities in responsibilities of position; and combines technical knowledge with creativity to produce value-added results.*						

Comments: _____

III. SUMMARY RATING

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

Unsatisfactory 1	Improvement Needed 2	Meets Job Standards 3	Exceeds Job Standards 4	Outstanding 5

Comments: _____

IV. FUTURE GOALS AND OBJECTIVES

Specific goals and objectives to be achieved in the next evaluation period: _____

_____

_____

_____

_____

_____

_____

GOVERNING BOARD	CONCURRENCE
_____ Board Chairperson	Yes / No
_____ Board Member	Yes / No
_____ Board Member	Yes / No
_____ Board Member	Yes / No
_____ Board Member	Yes / No

IV. DCLTSA MANAGER COMMENTS & SIGNATURE

_____

_____

_____

_____

_____

_____

_____ _____

Manager Signature Date

AUTHORITY CONTROLLER'S

GENERAL STATUS REPORT

MAY 18, 2021

- At the end of March, our operating expenses were more than 5.5% under budget.

- Status of Billing

As of May 13, there are a little more than $21,000 in past due billings. Of that, we hold liens on properties for almost $9,000 of it. I sent certified "pre-lien" letters to 6 customers several weeks ago. Of those, 2 paid their bills and one entered into a payment agreement. I will be putting liens on the other 3 next week if the accounts are not paid.

- **Investment Report**

We have almost $11,924,000 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. This past month, I invested the $1.4 million from the Underground Storage Tank settlement in the LGIP Construction Fund. Additionally, we are keeping as much of the construction fund cash invested as we can, only moving it to the checking account in time to pay large construction bills, but those two things together combined to make the investment balance larger than it has been lately.

Claims and Check Register

I put copies of the wires and check register from April 1 through May 15, 2021 in the Board packet. If there are no questions, I will ask the Treasurer to sign them and return them to me for our records.

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

JULY - MARCH 2020 - 2021 BUDGET VS. ACTUAL

	March	Budgeted	Variance	Comments
Salaries	$ 921,779.56	$ 947,883.00	$ 26,103.44	
OT/Callback	$ 13,225.78	$ 14,218.50	$ 992.72	
Holiday	$ 12,516.35	$ 14,393.25	$ 1,876.90	10 out of 11 annual holidays
NTD			$ -	
Longevity	$ 3,985.00	$ 3,802.50	$ (182.50)	Paid Yearly - December
Stand-By Pay	$ 11,681.29	$ 9,399.00	$ (2,282.29)	Increased Standby Hours
Health Insurance	$ 223,565.09	$ 267,156.75	$ 43,591.66	
State Retirement (PERS)	$ 255,604.63	$ 281,117.25	$ 25,512.62	
SIIS (Workers Comp)	$ 32,322.00	$ 29,682.75	$ (2,639.25)	Larger Annual Increase than Budgeted
Medicare Tax	$ 14,473.84	$ 14,350.50	$ (123.34)	
Unemployment Insurance	$ 45.00	$ -	$ (45.00)	EMRB Annual Fee
Contract Svcs	$ -	$ -	$ -	
OPEB Expense	$ 49,885.38	$ 22,500.00	$ (27,385.38)	Significantly under-budgeted
Salaries/Benefits	**$ 1,539,083.92**	**$ 1,604,503.50**	**$ 65,419.58**	

JULY - MARCH 2020 - 2021 BUDGET VS. ACTUAL

	March	Budgeted	Variance	Comments
Electric Power	$ 155,253.95	$ 174,562.50	$ 19,308.55	
Electric Power - BPS	$ 8,657.84	$ 9,750.00	$ 1,092.16	
Electric Power - MPS	$ 37,309.32	$ 41,250.00	$ 3,940.68	
Natural Gas	$ 7,073.57	$ 8,625.00	$ 1,551.43	
Natural Gas - BPS	$ 804.82	$ 1,125.00	$ 320.18	
Natural Gas - MPS	$ 271.69	$ 300.00	$ 28.31	
Water	$ 9,295.86	$ 9,300.00	$ 4.14	
Water - BPS	$ 2,693.54	$ 3,000.00	$ 306.46	
Water - MPS	$ 8,922.37	$ 8,175.00	$ (747.37)	
Solid Waste Removal	$ 3,277.28	$ 3,041.25	$ (236.03)	
Utilities	**$ 233,560.24**	**$ 259,128.75**	**$ 25,568.51**	
Chemicals	$ 51,307.91	$ 52,500.00	$ 1,192.09	
Lab Supplies	$ 2,524.61	$ 937.50	$ (1,587.11)	Doing more daily tests
Supplies	$ -	$ -	$ -	
Chemicals/Supplies	**$ 53,832.52**	**$ 53,437.50**	**$ (395.02)**	
Legal Services	$ 32,070.00	$ 35,250.00	$ 3,180.00	
Accounting	$ 42,515.53	$ 39,637.50	$ (2,878.03)	Will smooth - annual audit fees included
Legal/Accounting	**$ 74,585.53**	**$ 74,887.50**	**$ 301.97**	

JULY - MARCH 2020 - 2021 BUDGET VS. ACTUAL

	March	Budgeted	Variance	Comments
Engineering	$ 70,387.50	$ 52,500.00	$ (17,887.50)	$20,000 + reimbursable (TBC, Edgewood & Event Center)
Engineering - BPS		$ -	$ -	
Engineering - MPS		$ -	$ -	
Engineering - In-District		$ -	$ -	
Consulting	$ 19,900.00	$ 25,500.00	$ 5,600.00	
Engineering/Consulting	**$ 90,287.50**	**$ 78,000.00**	**$ (12,287.50)**	
Maintenance Export Line	$ -	$ 14,625.00	$ 14,625.00	
Maintenance Collection System	$ 46,725.00	$ 55,875.00	$ 9,150.00	
Repairs Collection System	$ -	$ 4,875.00	$ 4,875.00	
Computer Maintenance/Supplies	$ 1,755.40	$ 4,875.00	$ 3,119.60	
Annual Software Licenses	$ 21,418.95	$ 18,375.00	$ (3,043.95)	Biggest cost in March - SCADA Renew
SCADA Support	$ 6,095.61	$ 13,500.00	$ 7,404.39	
Repairs - Vehicles	$ 5,441.43	$ 9,037.50	$ 3,596.07	
Repairs - Mechanical	$ 21,278.08	$ 33,750.00	$ 12,471.92	
Repairs - Mechanical BPS	$ 2,371.96	$ 7,500.00	$ 5,128.04	
Repairs - Mechanical MPS	$ 8,165.48	$ 8,250.00	$ 84.52	

JULY - MARCH 2020 - 2021 BUDGET VS. ACTUAL

	March	Budgeted	Variance	Comments
Emergency Repairs	$ 45,484.63	$ -	$ (45,484.63)	Not Budgeted
Repairs Bldg & Grounds	$ 5,015.83	$ 9,600.00	$ 4,584.17	
Repairs Bldg & Grounds - BPS	$ -	$ 1,125.00	$ 1,125.00	
Repairs Bldg & Grounds - MPS	$ -	$ -	$ -	
Repairs Heating	$ -	$ 618.75	$ 618.75	
Repairs Heating	$ -	$ 1,500.00	$ 1,500.00	
Repairs Heating	$ -	$ -	$ -	
Repairs Electrical	$ 782.04	$ 2,006.25	$ 1,224.21	
Repairs Electrical	$ -	$ 1,500.00	$ 1,500.00	
Repairs Electrical	$ -	$ 375.00	$ 375.00	
Repairs Instruments	$ 8,658.00	$ 7,500.00	$ (1,158.00)	Annual Smartcover Support
Equipment Rental	$ 568.89	$ 5,250.00	$ 4,681.11	
Maintenance Supplies	$ 3,316.16	$ 5,325.00	$ 2,008.84	
Safety Equipment	$ 8,054.04	$ 6,000.00	$ (2,054.04)	Cost of Gloves Skyrocketed
Odor Control System Maintenance	$ -	$ 14,250.00	$ 14,250.00	
Repairs/Maintenance	**$ 185,131.50**	**$ 225,712.50**	**$ 40,581.00**	
Casualty Insurance	$ 61,450.47	$ 67,500.00	$ 6,049.53	
Pollution Liability Insurance	$ -	$ -	$ -	
Insurance	**$ 61,450.47**	**$ 67,500.00**	**$ 6,049.53**	

JULY - MARCH 2020 - 2021 BUDGET VS. ACTUAL

	March	Budgeted	Variance	Comments
Telephone	$ 18,247.45	$ 15,375.00	$ (2,872.45)	Telephone system repair X 2
Telephone	$ 688.78	$ 1,237.50	$ 548.72	
Telephone	$ -	$ -	$ -	
Small Tools & Equipment	$ 5,907.72	$ 5,268.75	$ (638.97)	
Laundry and Linen	$ 688.77	$ 2,625.00	$ 1,936.23	
Forest Svc. Fee	$ -	$ 375.00	$ 375.00	
Training, Dues & Subscriptions	$ 1,987.00	$ 3,750.00	$ 1,763.00	
Office Expenses	$ 6,702.53	$ 9,000.00	$ 2,297.47	
Travel	$ -	$ -	$ -	
Sample Testing	$ 27,995.52	$ 32,043.75	$ 4,048.23	
Operating Lease	$ -	$ -	$ -	
Biosolids Disposal	$ 43,503.90	$ 45,000.00	$ 1,496.10	
Underground Service Alert	$ 247.07	$ 375.00	$ 127.93	Ann. Membership Fee
Permit Fees	$ 9,820.82	$ 9,937.50	$ 116.68	Most Paid at Beginning of Year
Bank Fees	$ 6,788.16	$ 4,275.00	$ (2,513.16)	Under-budgeted for security enhancements
Other Operating Expenses	**$ 122,577.72**	**$ 129,262.50**	**$ 6,684.78**	
Fuels and Lubricants	$ 8,585.54	$ 15,645.00	$ 7,059.46	
Fuels & Lubricants	**$ 8,585.54**	**$ 15,645.00**	**$ 7,059.46**	
Total Operating Expenses Thru MARCH	**$ 2,369,094.94**	**$ 2,508,077.25**	**$ 138,982.31**	
			5.54%	

Douglas County Lake Tahoe Sewer Auth.

AP Check Register (Current by Bank)

Check Dates: 4/1/2021 to 5/15/2021

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: WFCHK - WELLS FARGO CHECKING					**101.1000**
10148	04/07/21	P	ABBA	ABBA PUMP PARTS & SVC	$735.00
10149	04/07/21	P	AL17	ALHAMBRA	$76.11
10150	04/07/21	P	AL01	ALLISON, MACKENZIE, Pavlakis	$3,390.00
10151	04/07/21	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$826.14
10152	04/07/21	P	BJG	BJG ARCHITECTURE & ENGINEERING	$5,670.00
10153	04/07/21	P	CH15	CHARTER COMMUNICATIONS	$84.97
10154	04/07/21	P	DTS	DIGITAL TECHNOLOGY SOLUTIONS	$265.50
10155	04/07/21	P	FASTEN	FASTENAL COMPANY	$326.41
10156	04/07/21	P	GR13	GRAINGER	$359.31
10157	04/07/21	P	HA11	HACH COMPANY	$102.09
10158	04/07/21	P	HDR01	HDR, ENGINEERING, INC.	$36,745.62
10159	04/07/21	P	JO15	JOHNSON POWER LTD.	$820.04
10160	04/07/21	P	KGW	K.G. WALTERS CONSTRUCTION CO.	$46,123.80
10161	04/07/21	P	IKE01	KELVIN IKEHARA	$361.82
10162	04/07/21	P	LIBERT	LIBERTY UTILITIES	$44.05
10163	04/07/21	P	AGUILA	MANNY AGUILAR	$148.50
10164	04/07/21	P	PARODI	MASON PARODI	$150.00
10165	04/07/21	P	NV01	NV ENERGY	$21,390.41
10166	04/07/21	P	OREILL	O'REILLY AUTOMOTIVE, INC.	$76.95
10167	04/07/21	P	EA13	PAULA EAST-JANICKI	$704.69
10168	04/07/21	P	AN12	R.O. ANDERSON ENGINEERING, INC	$11,197.50
10169	04/07/21	P	VAN1	RICK VAN HORN	$264.21
10170	04/07/21	P	COOK	ROBERT COOK	$2,100.00
10171	04/07/21	P	KI13	Shaun Thomas DBA	$996.14
10172	04/07/21	P	ST09	STANDARD INSURANCE COMPANY	$669.45
10173	04/07/21	P	NE42	STATE OF NV. P.E.B.P.	$2,979.00
10174	04/07/21	P	US12	USABLUEBOOK	$59.49
10175	04/07/21	P	VER	VERIZON	$316.68
10176	04/07/21	P	WE10	WEDCO INC.	$1,109.07
10177	04/07/21	P	WE12	Western Envir. Testing Lab	$915.00
10178	04/07/21	P	WE18	WESTERN NEVADA SUPPLY CO.	$23.70
10179	04/07/21	P	WORKS	WORKSMART AUTOMATION, INC.	$697.50
10180	04/22/21	P	ABBA	ABBA PUMP PARTS & SVC	$20,947.00
10181	04/22/21	P	AL01	ALLISON, MACKENZIE, Pavlakis	$1,530.00
10182	04/22/21	P	AXION	AXION ENGINEERING, LLC	$19,099.00
10183	04/22/21	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$605.78
10184	04/22/21	P	BURNS	BURNS MACHINERY, INC.	$400.00
10185	04/22/21	P	CH15	CHARTER COMMUNICATIONS	$89.98
10186	04/22/21	P	CLA	Griswold Industries	$358.00
10187	04/22/21	P	DTS	DIGITAL TECHNOLOGY SOLUTIONS	$1,160.00
10188	04/22/21	P	DO22	DOUGLAS CO RECORDER'S OFFICE	$40.00
10189	04/22/21	P	FASTEN	FASTENAL COMPANY	$33.79
10190	04/22/21	P	FREDH	FRED HOWARD	$564.41
10191	04/22/21	P	HA11	HACH COMPANY	$57.69
10192	04/22/21	P	SIERRA	DBA SIERRA OFFICE SOLUTIONS	$76.42
10193	04/22/21	P	MCLAU	JOHN MCLAUGHLIN	$739.12
10194	04/22/21	P	KGW	K.G. WALTERS CONSTRUCTION CO.	$804,209.42
10195	04/22/21	P	KI11	KINGSBURY GENERAL IMP. DIST.	$1,212.39
10196	04/22/21	P	LEWIS	LEWIS ROCA	$6,767.74
10197	04/22/21	P	MA08	MAINT. TROUBLESHOOTING BOOKS	$1,681.74
10198	04/22/21	P	MO19	MOTION INDUSTRIES, INC.	$833.76
10199	04/22/21	P	OREILL	O'REILLY AUTOMOTIVE, INC.	$99.72
10200	04/22/21	P	POL10	POLYDYNE INC.	$5,520.00
10201	04/22/21	P	PR02	PRAXAIR DISTRIBUTION, INC.	$112.33
10202	04/22/21	P	AN12	R.O. ANDERSON ENGINEERING, INC	$4,000.00
10203	04/22/21	P	RO12	ROUND HILL GENERAL IMP. DIST.	$1,270.90

*** 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: 4/1/2021 to 5/15/2021

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
10204	04/22/21	P	AULD	RUTH B. AULD, TTEE	$1,023.79
10205	04/22/21	P	SCHNEI	SCHNEIDER ELECTRIC SYSTEMS USA	$2,660.00
10206	04/22/21	P	SO10	SOUTH TAHOE REFUSE, INC.	$410.15
10207	04/22/21	P	SO13	SOUTHWEST GAS CORP.	$1,350.39
10208	04/22/21	P	SU13	SUMMIT PLUMBING CO., LLC	$6,742.50
10209	04/22/21	P	TA01	TAHOE BASIN CONTAINER SVC.,INC	$3,530.50
10210	04/22/21	P	CA-EY	TAHOE PROPERTY MANAGEMENT	$130.00
10211	04/22/21	P	US12	USABLUEBOOK	$59.49
10212	04/22/21	P	WF01	WELLS FARGO	$2,069.34
10213	04/22/21	P	WE12	Western Envir. Testing Lab	$2,235.00
10214	04/22/21	P	WE18	WESTERN NEVADA SUPPLY CO.	$1,825.85
10215	04/22/21	P	DO22	DOUGLAS CO RECORDER'S OFFICE	$40.00
10216	05/06/21	P	AL17	ALHAMBRA	$55.37
10217	05/06/21	P	AUTO01	AUTOMATIONDIRECT.COM, INC.	$655.00
10218	05/06/21	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$884.38
10219	05/06/21	P	CA12	CARSON VALLEY OIL CO., INC.	$827.64
10220	05/06/21	P	CH15	CHARTER COMMUNICATIONS	$84.97
10221	05/06/21	P	DTS	DIGITAL TECHNOLOGY SOLUTIONS	$265.50
10222	05/06/21	P	FR01	FRONTIER	$376.71
10223	05/06/21	P	GR13	GRAINGER	$173.96
10224	05/06/21	P	HDR01	HDR, ENGINEERING, INC.	$33,517.55
10225	05/06/21	P	HOMETO	HOMETOWN HEALTH	$18,975.15
10226	05/06/21	P	BOU11	BOULDER EXTERMINATORS, INC	$100.00
10227	05/06/21	P	IKE01	KELVIN IKEHARA	$361.82
10228	05/06/21	P	KI12	KINGSBURY HARDWARE	$24.99
10229	05/06/21	P	LA12	LAWSON PRODUCTS, INC.	$556.98
10230	05/06/21	P	LIBERT	LIBERTY UTILITIES	$36.53
10231	05/06/21	P	AGUILA	MANNY AGUILAR	$148.50
10232	05/06/21	P	MC10	MCMASTER-CARR SUPPLY	$100.41
10233	05/06/21	P	MET11	METLIFE - GROUP BENEFITS	$2,108.12
10234	05/06/21	P	MO19	MOTION INDUSTRIES, INC.	$999.56
10235	05/06/21	P	NV01	NV ENERGY	$19,242.52
10236	05/06/21	P	EA13	PAULA EAST-JANICKI	$704.69
10237	05/06/21	P	VAN1	RICK VAN HORN	$264.21
10238	05/06/21	P	ST09	STANDARD INSURANCE COMPANY	$669.45
10239	05/06/21	P	VER	VERIZON	$385.76
10240	05/06/21	P	VI12	VISION SERVICE PLAN - (AT)	$298.54
10241	05/06/21	P	WE10	WEDCO INC.	$157.60
10242	05/06/21	P	WE12	Western Envir. Testing Lab	$610.00
10243	05/06/21	P	WE18	WESTERN NEVADA SUPPLY CO.	$4,938.42
				BANK WFCHK REGISTER TOTAL:	**$1,120,739.68**
				GRAND TOTAL :	**$1,120,739.68**

*** 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: 4/1/2021 - 5/15/2021

Entry #	Date	Document	Job	Account	Description	Debits	Credits	Balance
BATCH: 7200	**JOURNAL: B**	**STATUS: Posted**	**PERIOD: 2021 - 10**	**CREATED: 04/06/21 by YHJ**				
133640	04/14/21			414.1100	MARCH PERS CONTRIBS	$18,949.86	$0.00	$18,949.86
133641	04/14/21			415.1100	MARCH PERS CONTRIBS	$18,949.86	$0.00	$37,899.72
133642	04/14/21			101.1000	MARCH PERS CONTRIBS	$0.00	$37,899.72	$0.00
					BATCH 7,200 TOTALS:	**$37,899.72**	**$37,899.72**	**$0.00**
BATCH: 7218	**JOURNAL: B**	**STATUS: Posted**	**PERIOD: 2021 - 10**	**CREATED: 04/21/21 by YHJ**				
133796	04/20/21			417.1100	Q3 FY 20-21 WORKERS' COMP	$10,774.00	$0.00	$10,774.00
133797	04/20/21			101.1000	Q3 FY 20-21 WORKERS' COMP	$0.00	$10,774.00	$0.00
					BATCH 7,218 TOTALS:	**$10,774.00**	**$10,774.00**	**$0.00**
BATCH: 7252	**JOURNAL: B**	**STATUS: Posted**	**PERIOD: 2021 - 11**	**CREATED: 05/06/21 by YHJ**				
134227	05/13/21			414.1100	APRIL 2021 PERS CONTRIBS	$13,015.23	$0.00	$13,015.23
134228	05/13/21			415.1100	APRIL 2021 PERS CONTRIBS	$13,015.24	$0.00	$26,030.47
134229	05/13/21			101.1000	APRIL 2021 PERS CONTRIBS	$0.00	$26,030.47	$0.00
					BATCH 7,252 TOTALS:	**$26,030.47**	**$26,030.47**	**$0.00**
					TOTAL OF ALL JOURNAL(S):	**$74,704.19**	**$74,704.19**	