NOTICE OF REGULAR MEETING OF

BOARD OF TRUSTEES OF

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

WEDNESDAY, JUNE 16, 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 Regular Meeting of the Board will be conducted on June 16, 2021, beginning 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.

The Regular 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/99382175511?pwd=UVlxdE9DTXRYWkVmZkVLWlpJWW04Zz09

Meeting ID: 993 8217 5511
Passcode: 817323
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
REGULAR MEETING AGENDA
WEDNESDAY, JUNE 16, 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 Public Hearing and Special Meeting of the Board of Trustees (May 18, 2021) – **for possible action.**
7. Manager's Report (Rob Hopkins)
   A. General Status Report
8. Engineer's Report
   A. General Projects Status Report.

9. Attorney's Report (Jim Cavilia)

   A. General Status Report

10. Controller's Report

   A. General Status Report

   B. Discussion regarding and possible augmentation of the Authority's Final Budget for Fiscal Year 2020-2021, to shift amounts between Operating Expense line items without increasing the Operating Expense total **– for possible action.**

   C. Investment Report

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

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

13. Final Public Comment

14. 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 Special 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 11th day of June, 2021.

Print Name: Paula East-Janicki
Title: DCLTSA Controller

MINUTES OF PUBLIC HEARING AND SPECIAL MEETING OF THE BOARD OF TRUSTEES OF DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY MAY 18, 2021

CALL TO ORDER:

A Public Hearing and 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, May 18, 2021 at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

ROLL CALL:

Present were Trustees Richard Gardner, Chuck Fagen and Wes Rice. Additionally, Trustee Darya Vogt was present via audio and video internet connection by which she could hear everyone at the meeting, and everyone could hear her. Trustee John McLaughlin 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, Eric Heffernan and the Authority's legal counsel, Jim Cavilia. Participating via audio and video internet connection by which everyone at the meeting could hear one another were Authority Engineer, Rob Anderson, Bob Cook, and Andrew Hickman of Round Hill General Improvement District (RHGID.

PUBLIC COMMENT:

Bob Cook congratulated Chairman Gardner on recently turning 60 years old. There was no further public comment.

APPROVAL OF AGENDA:

It was moved by Trustee Vogt, seconded by Trustee Rice and carried unanimously, 4-0, 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, that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated March 10, 2021 be approved as presented.

It was moved by Trustee Vogt seconded by Trustee Fagen and carried unanimously, 3-0, that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated April 7, 2021 be approved as presented.

PUBLIC HEARING on the Final Budget for Fiscal Year 2021-2022

Authority Controller, Paula East-Janicki presented the Board with copies of the proposed budget indicating that there were no substantive revisions from the tentative budget previously approved by the Board. Ms. East-Janicki offered to provide a line-by-line review of the budget, but the Board indicated that such a detailed review would not be necessary. Finally, Ms. East-Janicki indicated that upon approval, the budget would be submitted to the State of Nevada. **It was moved by Trustee Fagen and seconded by Trustee Vogt that the Final Budget for Fiscal Year 2021-2022 be approved as presented.** Chairman Gardner opened the floor to public comment. There was no public comment. **The motion was approved unanimously, 4-0.**

Discussion and possible action regarding designating signers on the Authority's bank accounts with Wells Fargo Bank and executing signature cards.

Ms. East-Janicki presented the Board with documents to designate the Board officers as signers on the Authority accounts and to specifically remove Mike Bradford as a signer and add Chairman Gardner. Chairman Gardner asked if there were any questions or any public comment. There was no public comment. Following a brief discussion, **it was moved by Trustee Rice and seconded by Trustee Fagen and approved unanimously (4-0) that the signers on the Authority's bank accounts with Wells Fargo Bank be designated as outlined.**

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

Mr. Hopkins reported that the one-year warranty inspection has been completed on the Tahoe Beach Club sewer infrastructure and that only some minor repairs to a manhole remain to be completed.

Mr. Hopkins stated that the First Quarter Discharge Monitoring Reports have been submitted to and accepted by the Nevada Division of Environmental Protection (NDEP) and the Environmental Protection Agency.

With regard to the training of Authority staff on the new operations process at the treatment plant, Mr. Hopkins has had preliminary meetings with HDR Engineering, who will be conducting the training. Mr. Hopkins explained that when the ongoing treatment plant upgrades are completed the plant will utilize a new biological process for sewage treatment.

Mr. Hopkins reported that largely as the result of upgrade work done by RHGID, infiltration and inflow in the sewage collection system has been reduced. This reduction in infiltration of fresh

water has increased the treatment efficiency at the plant. Trustees Fagen and Rice complimented Andrew Hickman and the staff at RHGID for their effort in reducing infiltration and inflow.

Mr. Hopkins concluded his report by sharing photographs of the work being done by Authority staff on the headworks at the treatment plant. Mr. Hopkins expressed his gratitude for the great work that staff has been able to complete in-house.

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

Consideration of the character, conduct and/or professional competence of the Authority Manager (Annual Performance Review)

Mr. Hopkins stated that it was time for his annual review and that Ms. East-Janicki would walk the Board through the process. Ms. East-Janicki summarized the results of the Trustees' evaluations of Mr. Hopkins indicating that he received a total score of 4.89 out of a total of 5. Ms. East-Janicki explained that based upon the current employment policies of the Authority, the evaluation calls for a salary increase of 4.5%. Following a discussion among the Board about their appreciation for Mr. Hopkins and their satisfaction with his work, **it was moved by Trustee Fagen and seconded by Trustee Rice that the evaluation as presented be approved and that Mr. Hopkins be awarded a pay increase of 4.5%.** Chairman Gardner opened the floor to public comment. There was no public comment. **The motion was approved unanimously, 4-0.**

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 May 17, 2021 briefly summarizing various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The May 17, 2021 correspondence is incorporated in these minutes by this reference.

Mr. Anderson briefly summarized his written report and indicated that the Authority had recently obtained its annual encroachment permit from the Nevada Department of Transportation (NDOT) to maintain the air release valves on the Authority's export line along Kingsbury Grade and Muller Lane.

Mr. Anderson stated that his staff was involved in identifying the manhole leak in the TBC improvements and that the repairs are being completed.

With regard to the TBC Phase 2 plans, Mr. Anderson indicated that the review was progressing subject to the provision of relevant information from the project engineer.

In response to a question from Chairman Gardner, Mr. Anderson explained that the TBC manhole repair was discovered as the result of the one-year warranty inspection and that TBC is required

to make the repair before the Authority finally accepts the improvements. Mr. Anderson's personnel will conduct another inspection to ensure that the repair is properly completed.

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 reported that the settlement proceeds from the Emergency Underground Storage Tank litigation have been received and that the project is now included in the Authority's Capital Development Plan.

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 5.5% under budget through the end of March. Ms. East-Janicki indicated that she may need the Board's approval of a budget augmentation at an upcoming meeting. It was explained that the augmentation would not involve an increase in the overall budget, but rather a shifting of funds among various line items.

Ms. East-Janicki indicated that as part of the sale of the Lakeside Inn, approximately $70,000 in back sewer fees have been paid. The Authority currently has approximately $21,000 in past due receivables with more than $9,000 being secured by 4 liens.

In response to an inquiry by Chairman Gardner, Ms. East-Janicki explained that personnel costs for the year are under budget as the result of the Authority having one fewer employee than had been budgeted for.

Chairman Gardner 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 almost $12 million invested in Wells Fargo, the Local Government Investment Pool (LGIP) and longer-term CDs. That amount does not include loan proceeds or reserve accounts, but it does include $1.4 million of litigation settlement proceeds.

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 Rice indicated that he had signed 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 Fagen reported that construction related to RHGID's new meter would be starting soon and would take about 30 days.

Trustee Vogt reported that KGID has meetings planned with three finalists for the position of District Manager.

Chairman Gardner reported that Tahoe Douglas District (TDD) would be meeting in the upcoming week.

Trustee Rice reported that things are going well at the Lake Tahoe Visitors Authority, but the Fourth of July fireworks will not be taking place this year. Trustee Rice stated that work on the new events center was progressing with the opening anticipated in late 2022.

PUBLIC COMMENT:

There was no public comment.

ADJOURNMENT:

There being no further business, the meeting was adjourned at 10:30a.m.

_____

APPROVED

_____

4826-5856-4590, v. 1

Meeting Date: June 16th, 2021

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report – June 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. DCLTSA has obtained a preliminary estimate on the cost to replace the composite shingles on the Treatment Plant Mechanical Building. The initial cost estimate indicates that this project is large enough to require that it be put out to public bid. Authority Engineer R.O. Anderson will be providing expertise and assistance to manage the bid process for the Authority.

2. Authority Manager Hopkins and Authority Information Technology Specialist Heffernon participated in a conference call with Virsec Security. Virsec offers cutting edge cybersecurity products to many major corporations and municipal agencies. This meeting was held after the Colonial Pipeline hack, a hack in which the Colonial Pipeline Supervisory Control and Data Acquisition (SCADA) computer system was hit with ransomware. As the Authority heavily relies on SCADA systems in its critical infrastructure and processes, we felt that doing research to see where we might improve would be prudent.

3. DCLTSA staff completed repainting and installing a new fire detection system for the new Headworks building. This work was done in-house in order to save costs as well as expedite the completion of the Package Headworks portion of the Treatment Plant Upgrades Project.

4. The new Headworks Influent Standpipe has been installed and secured in the headworks building. Overall construction is on schedule. We hope to have this portion of the project operational by mid to late summer 2021. (Photo attached)

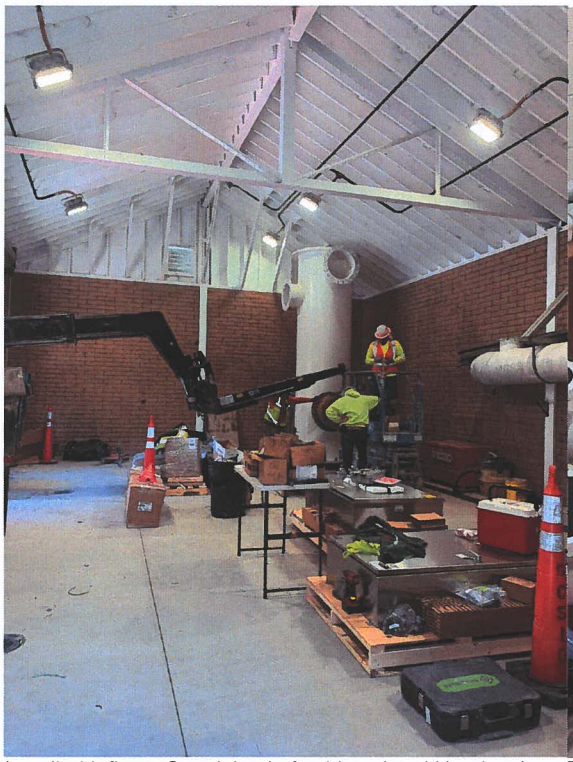
5. Authority Engineer R.O. Anderson completed plan review for Phase Two of the Tahoe Beach Club project. All potential utility conflicts have been addressed to the satisfaction of DCLTSA and its Engineer. A Conditional Letter of Approval

has been issued by DCLTSA to Douglas County for this phase of the project. The Authority Engineer may provide further detail and clarification.

6. The Temporary NPDES Stormwater Permit for the DCLTSA Emergency Export Force Main Replacement Project completed in the fall of 2020 has been closed out.

7. DCLTSA staff would like to thank the staff of the Carson City Wastewater Reclamation Facility (CCWRF) for the insightful tour of their treatment plant. Of particular interest to the Authority is what types of process monitoring laboratory equipment the CCWRF uses and how satisfied the staff is with its performance and maintenance issues.

8. DCLTSA staff as well as personnel from HDR Engineering and K.G. Walters construction witnessed performance testing of the new tube-type fine bubble diffusers which are to be installed as part of the Treatment Plant Upgrades Project. The Authority staff wishes to thank the staff of the South Truckee Meadows Wastewater Reclamation Facility (STMWRF) for allowing the tests to be performed at their facility. STMWRF is in the process of upgrading their fine bubble diffuser system, and they had a testing tank on-site which they graciously allowed DCLTSA to use for the test. (Photo attached)



Installed Influent Standpipe in freshly painted Headworks



Preparing fine-bubble diffusers for testing at STMWRF

AUTHORITY CONTROLLER'S

GENERAL STATUS REPORT

JUNE 16, 2021

- I put a spreadsheet in your packet showing that at the end of April, our operating expenses were 7.75% under budget.
- I included the Pool Pact Insurance Renewal with the Board packet too. There was a 6.7% price increase this year due to natural disasters around the country, but also the cyberthreats like ransom ware that so many public entities have dealt with. The risk-management benefits that are provided by Pool Pact are an integral part of their service, keeping us from needing to file claims after the fact. We utilize their human resources and management training regularly. They also come out upon request to train the staff and the Board on various issues. Their counselors are available to guide us through sticky employment situations and to provide legal counsel when necessary.
- At this time, we have a little more than $2.8 million in the Construction Fund which can only be used for Capital Development Plan projects and debt service. Of that amount, $1.4 million is from the Underground Storage Tank settlement.
- We have spent a little more than $2.8 million on the Plant Upgrades project so far this year, and of course that is reimbursed through the SRF loan. The balance to date on that loan is almost $4,954,000. At the current time we are paying interest only semi-annually at the rate of 2.08%. Once the project is finished we will begin paying the principal over 20 years.

- The General Fund balance is approximately $7.1 million and the Plant Emergency Repair fund balance is $3.9 million.
- Status of Billing

As of June 11, there are a little more than $16,000 in past due billings. Of that, we hold liens on properties for almost $9,000 of it. However, except the lien properties, only 1 person is more than 1 billing cycle late.

Budget Augmentation

I put two budget forms in your packet, Schedules F-1 and F-2. These are for the budget year we are currently in, which ends June 30, 2021. The Department of Taxation can penalize entities that exceed their operations and maintenance budget by 10% or exceed the line item categories by that amount either. Therefore, every year at this time, we look hard at the categories and increase or decrease line items, **without increasing the operations and maintenance expenses total.** This year, as the Budget to Actual spreadsheet shows, we are significantly under budget in the Salaries and Benefits and Utilities categories. Therefore I decreased those lines and shifted the dollars to Chemicals, Legal and Accounting, Insurance and Other, and Fuels and Lubricants. This is a shift on paper only, done in an abundance of caution.

If there are no questions about this, I'd appreciate a motion to adopt the Augmented Budget for Fiscal Year 2020-2021, and I will file it with the State.

Investment Report

We have a little more almost $11.5 million invested in liquid Wells Fargo and Local Government Investment Pool (LGIP) accounts and longer- term laddered CD's. When I report this to you, investments are considered all cash and financial instrument accounts except the primary checking account. One CD matured this month and I reinvested it in the LGIP.

Claims and Check Register

I put copies of the wires and check register from May 16 through June 11, 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 - April 2020 - 2021 BUDGET VS. ACTUAL

	April	Budgeted	Variance	Comments
Salaries	$ 1,021,161.72	$ 1,053,203.33	$ 32,041.61	
OT/Callback	$ 14,427.28	$ 15,798.33	$ 1,371.05	
Holiday	$ 12,516.35	$ 15,992.50	$ 3,476.15	11 out of 11 annual holidays
NTD			$ -	
Longevity	$ 3,985.00	$ 4,225.00	$ 240.00	Paid Yearly - December
Stand-By Pay	$ 12,910.04	$ 10,443.33	$ (2,466.71)	Increased Standby Hours
Health Insurance	$ 226,865.23	$ 296,840.83	$ 69,975.60	
State Retirement (PERS)	281,635.10	$ 312,352.50	$ 30,717.40	
SIIS (Workers Comp)	$ 33,450.00	$ 32,980.83	$ (469.17)	Larger Annual Increase than Budgeted
Medicare Tax	$ 16,044.33	$ 15,945.00	$ (99.33)	
Unemployment Insurance	$ 45.00	$ -	$ (45.00)	EMRB Annual Fee
Contract Svcs	$ -	$ -	$ -	
OPEB Expense	$ 55,428.20	$ 25,000.00	$ (30,428.20)	Significantly under-budgeted
Salaries/Benefits	**$ 1,678,468.25**	**$ 1,782,781.67**	**$ 104,313.42**	

JULY - April 2020 - 2021 BUDGET VS. ACTUAL

	April	Budgeted	Variance	Comments
Electric Power	$ 170,177.71	$ 193,958.33	$ 23,780.62	
Electric Power - BPS	$ 9,656.55	$ 10,833.33	$ 1,176.78	
Electric Power - MPS	$ 41,428.10	$ 45,833.33	$ 4,405.23	
Natural Gas	$ 7,815.75	$ 9,583.33	$ 1,767.58	
Natural Gas - BPS	$ 893.92	$ 1,250.00	$ 356.08	
Natural Gas - MPS	$ 301.43	$ 333.33	$ 31.90	
Water	$ 10,207.77	$ 10,333.33	$ 125.56	
Water - BPS	$ 2,845.70	$ 3,333.33	$ 487.63	
Water - MPS	$ 10,193.27	$ 9,083.33	$ (1,109.94)	
Solid Waste Removal	$ 3,559.08	$ 3,379.17	$ (179.91)	
Utilities	**$ 257,079.28**	**$ 287,920.83**	**$ 30,841.55**	
Chemicals	$ 56,827.91	$ 58,333.33	$ 1,505.42	
Lab Supplies	$ 2,524.61	$ 1,041.67	$ (1,482.94)	Doing more daily tests
Supplies	$ -	$ -	$ -	
Chemicals/Supplies	**$ 59,352.52**	**$ 59,375.00**	**$ 22.48**	
Legal Services	$ 34,740.00	$ 39,166.67	$ 4,426.67	
Accounting	$ 42,815.86	$ 44,041.67	$ 1,225.81	
Legal/Accounting	**$ 77,555.86**	**$ 83,208.33**	**$ 5,652.47**	

JULY - April 2020 - 2021 BUDGET VS. ACTUAL

	April	Budgeted	Variance	Comments
Engineering	$ 65,267.50	$ 58,333.33	$ (6,934.17)	$20,000 + reimbursable (TBC, Edgewood & Event Center)
Engineering - BPS		$ -	$ -	
Engineering - MPS		$ -	$ -	
Engineering - In-District		$ -	$ -	
Consulting	$ 22,000.00	$ 28,333.33	$ 6,333.33	
Engineering/Consulting	**$ 87,267.50**	**$ 86,666.67**	**$ (600.83)**	
Maintenance Export Line	$ -	$ 16,250.00	$ 16,250.00	
Maintenance Collection System	$ 54,167.42	$ 62,083.33	$ 7,915.91	
Repairs Collection System	$ -	$ 5,416.67	$ 5,416.67	
Computer Maintenance/Supplies	1,755.40	$ 5,416.67	$ 3,661.27	
Annual Software Licenses	$ 20,587.93	$ 20,416.67	$ (171.26)	Biggest cost in April - SCADA Renew
SCADA Support	$ 6,095.61	$ 15,000.00	$ 8,904.39	
Repairs - Vehicles	$ 6,528.52	$ 10,041.67	$ 3,513.15	
Repairs - Mechanical	$ 23,710.97	$ 37,500.00	$ 13,789.03	
Repairs - Mechanical BPS	$ 3,199.46	$ 8,333.33	$ 5,133.87	
Repairs - Mechanical MPS	$ 8,208.27	$ 9,166.67	$ 958.40	

JULY - April 2020 - 2021 BUDGET VS. ACTUAL

	April	Budgeted	Variance	Comments
Emergency Repairs	$ 45,484.63	$ -	$ (45,484.63)	Not Budgeted
Repairs Bldg & Grounds	$ 5,115.83	$ 10,666.67	$ 5,550.84	
Repairs Bldg & Grounds - BPS	$ -	$ 1,250.00	$ 1,250.00	
Repairs Bldg & Grounds - MPS	$ -	$ -	$ -	
Repairs Heating	$ -	$ 687.50	$ 687.50	
Repairs Heating	$ -	$ 1,666.67	$ 1,666.67	
Repairs Heating	$ -	$ -	$ -	
Repairs Electrical	$ 809.76	$ 2,229.17	$ 1,419.41	
Repairs Electrical	$ -	$ 1,666.67	$ 1,666.67	
Repairs Electrical	$ -	$ 416.67	$ 416.67	
Repairs Instruments	$ 8,658.00	$ 8,333.33	$ (324.67)	Annual Smartcover Support
Equipment Rental	$ 568.89	$ 5,833.33	$ 5,264.44	
Maintenance Supplies	$ 4,042.75	$ 5,916.67	$ 1,873.92	
Safety Equipment	$ 8,911.08	$ 6,666.67	$ (2,244.41)	Cost of Gloves Skyrocketed
Odor Control System Maintenance	$ 1,033.40	$ 15,833.33	$ 14,799.93	
Repairs/Maintenance	**$ 198,877.92**	**$ 250,791.67**	**$ 51,913.74**	
Casualty Insurance	$ 68,278.30	$ 75,000.00	$ 6,721.70	
Pollution Liability Insurance	$ -	$ -	$ -	
Insurance	**$ 68,278.30**	**$ 75,000.00**	**$ 6,721.70**	

JULY - April 2020 - 2021 BUDGET VS. ACTUAL

	April	Budgeted	Variance	Comments
Telephone	$ 21,553.91	$ 17,083.33	$ (4,470.58)	Telephone system repair X 2
Telephone	$ 731.64	$ 1,375.00	$ 643.36	
Telephone	$ -	$ -	$ -	
Small Tools & Equipment	$ 6,592.56	$ 5,854.17	$ (738.39)	
Laundry and Linen	$ 688.77	$ 2,916.67	$ 2,227.90	
Forest Svc. Fee	$ -	$ 416.67	$ 416.67	
Training, Dues & Subscriptions	$ 1,987.00	$ 4,166.67	$ 2,179.67	
Office Expenses	$ 6,952.82	$ 10,000.00	$ 3,047.18	
Travel	$ -	$ -	$ -	
Sample Testing	$ 30,157.52	$ 35,604.17	$ 5,446.65	
Operating Lease	$ -	$ -	$ -	
Biosolids Disposal	$ 47,773.06	$ 50,000.00	$ 2,226.94	
Underground Service Alert	$ 247.07	$ 416.67	$ 169.60	Ann. Membership Fee
Permit Fees	$ 9,900.82	$ 11,041.67	$ 1,140.85	Most Paid at Beginning of Year
Bank Fees	7,813.55	$ 4,750.00	$ (3,063.55)	Under-budgeted for security enhancements
Other Operating Expenses	**$ 134,398.72**	**$ 143,625.00**	**$ 9,226.28**	
Fuels and Lubricants	$ 9,413.18	$ 17,383.33	$ 7,970.15	
Fuels & Lubricants	**$ 9,413.18**	**$ 17,383.33**	**$ 7,970.15**	
Total Operating Expenses Thru April	**$ 2,570,691.53**	**$ 2,786,752.50**	**$ 216,060.97**	
			7.75%	

PROPRIETARY FUND	(1) ACTUAL PRIOR YEAR ENDING 6/30/2019	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2020	(3) BUDGET YEAR ENDING 06/30/21 FINAL APPROVED	(4) BUDGET YEAR ENDING 06/30/21 AUGMENTED APPROVED
OPERATING REVENUE				
Sewer Fees	**2,334,584**	**2,448,405**	**2,448,621**	**2,448,621**
Contracts - Other Districts	**2,226,803**	**2,495,717**	**2,745,482**	**2,745,482**
Other Fees	**67,010**	**137,494**	**13,000**	**13,000**
Total Operating Revenue	**4,628,397**	**5,081,616**	**5,207,103**	**5,207,103**
OPERATING EXPENSE				
Salaries, Benefits	**1,865,367**	**1,950,076**	**2,139,338**	**2,112,338**
Utilities	**349,634**	**391,860**	**345,505**	**341,505**
Chemicals, Supplies	**87,078**	**86,250**	**71,250**	**84,250**
Legal, Accounting	**91,500**	**95,850**	**99,850**	**100,850**
Engineering and Consulting	**138,868**	**117,000**	**104,000**	**104,000**
Repairs and Maintenance	**234,224**	**349,735**	**257,450**	**257,450**
Insurance, Other	**229,999**	**325,492**	**305,850**	**318,850**
Fuels, Lubricants	**22,416**	**22,860**	**20,860**	**24,860**
Depreciation/Amortization	**1,657,922**	**1,797,858**	**1,819,263**	**1,819,263**
Total Operating Expense	**4,677,008**	**5,136,981**	**5,163,366**	**5,163,366**
Operating Income or (Loss)	**(48,611)**	**(55,365)**	**43,737**	**43,737**
NONOPERATING REVENUES				
Interest Earned	**158,800**	**113,000**	**113,000**	**113,000**
Property Taxes	**0**	**0**	**0**	**0**
Consolidated Tax	**137,984**	**137,984**	**137,984**	**137,984**
Capacity Fees	**1,280**	**6,640**	**0**	**0**
Gain on Disposal of Assets	**0**	**0**	**0**	**0**
Federal Grant Funds	**0**	**0**	**0**	**0**
Total Nonoperating Revenues	**298,064**	**257,624**	**250,984**	**250,984**
NONOPERATING EXPENSES				
Interest on Bonds	**29,842**	**30,964**	**157,718**	**157,718**
Loss on Disposal of Assets	**22,929**	**0**	**0**	**0**
Total Nonoperating Expenses	**52,771**	**30,964**	**157,718**	**157,718**
Net Income before Operating Transfers	**196,682**	**171,295**	**137,003**	**137,003**
Operating Transfers (Schedule T)				
In	**0**	**0**	**0**	**0**
Out	**0**	**0**	**0**	**0**
Net Operating Transfers	**0**	**0**	**0**	**0**
CHANGE IN NET POSITION	**196,682**	**171,295**	**137,003**	**137,003**

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 6/30/2019	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2020	(3) BUDGET YEAR ENDING 06/30/21 FINAL APPROVED	(4) AUGMENTED APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash Received From Customers	4,663,207	5,081,616	5,207,103	5,207,103
Cash Payments to Suppliers	(1,181,121)	(1,389,047)	(1,204,765)	(1,231,765)
Cash Payments to Employees	(1,939,700)	(1,950,076)	(2,139,338)	(2,112,338)
a. Net cash provided by (or used for) operating activities	1,542,386	1,742,493	1,863,000	1,863,000
B. CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
None	0	0	0	0
b. Net cash provided by (or used for) noncapital financing activities	0	0	0	0
C. CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:				
Acquisition and Construction - Capital Assets	(478,109)	(1,569,105)	(5,400,000)	(5,400,000)
Cash Received from Sale of Assets	0	0	0	0
Consolidated Taxes	137,984	137,984	137,984	137,984
Cash Received from Federal Grant		0	0	0
Cash Received for Capacity Fees	1,280	0	0	0
Debt Service Interest	(29,841)	(30,964)	(157,718)	(157,718)
Debt Service Principal	(108,961)	(112,376)	(115,899)	(115,899)
Issuance of Long-Term Debt	0	1,358,634	4,700,000	4,700,000
Debt Issuance Costs	0	0	0	0
c. Net cash provided by (or used for) capital and related financing activities	(477,647)	(215,827)	(835,633)	(835,633)
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Redemption (Purchase) of Investments	(245,000)	0	0	0
Interest on Investments	150,841	113,000	113,000	113,000
d. Net cash provided by (or used in) investing activities	(94,159)	113,000	113,000	113,000
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	970,580	1,639,666	1,140,367	1,140,367
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	4,574,375	5,544,955	7,184,621	7,184,621
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	5,544,955	7,184,621	8,324,988	8,324,988

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
(Local Government)

SCHEDULE F-2 STATEMENT OF CASH FLOWS

FUND: ENTERPRISE FUND

Douglas County Lake Tahoe Sewer Auth.

AP Check Register (Current by Bank)

Check Dates: 5/16/2021 to 6/11/2021

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: WFCHK - WELLS FARGO CHECKING					**101.1000**
10244	05/18/21	P	AB01	A-1 NATIONAL FIRE CO.	$440.00
10245	05/18/21	P	AL01	ALLISON, MACKENZIE, Pavlakis	$2,670.00
10246	05/18/21	P	AUTO01	AUTOMATIONDIRECT.COM, INC.	$532.25
10247	05/18/21	P	AXION	AXION ENGINEERING, LLC	$15,758.00
10248	05/18/21	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$227.50
10249	05/18/21	P	SE45	BRADLEY SEALS	$110.00
10250	05/18/21	P	CA11	CARSON CITY CHAMBER	$275.00
10251	05/18/21	P	CA12	CARSON VALLEY OIL CO., INC.	$1,167.05
10252	05/18/21	P	CA25	CASHMAN EQUIPMENT COMPANY	$3,690.43
10253	05/18/21	P	CH15	CHARTER COMMUNICATIONS	$89.98
10254	05/18/21	P	DELL	DELL MARKETING, L.P.	$2,327.00
10255	05/18/21	P	FREDH	FRED HOWARD	$564.41
10256	05/18/21	P	GADDIS	GADDIS INCORPORATED	$679.88
10257	05/18/21	P	GR13	GRAINGER	$444.36
10258	05/18/21	P	SIERRA	DBA SIERRA OFFICE SOLUTIONS	$4.14
10259	05/18/21	P	KGW	K.G. WALTERS CONSTRUCTION CO.	$318,570.47
10260	05/18/21	P	KI11	KINGSBURY GENERAL IMP. DIST.	$1,064.07
10261	05/18/21	P	LEWIS	LEWIS ROCA ROTHGERBER CHRISTIE	$2,987.00
10262	05/18/21	P	NE222	NDEP-BWPC	$7,658.00
10263	05/18/21	P	OREILL	O'REILLY AUTOMOTIVE, INC.	$73.71
10264	05/18/21	P	COOK	ROBERT COOK	$2,100.00
10265	05/18/21	P	SO10	SOUTH TAHOE REFUSE, INC.	$189.30
10266	05/18/21	P	SO13	SOUTHWEST GAS CORP.	$810.06
10267	05/18/21	P	SU13	SUMMIT PLUMBING CO., LLC	$4,725.00
10268	05/18/21	P	TA01	TAHOE BASIN CONTAINER SVC.,INC	$2,871.50
10269	05/18/21	P	US12	USABLUEBOOK	$273.59
10270	05/18/21	P	WF01	WELLS FARGO	$2,000.02
10271	05/18/21	P	WE12	Western Envir. Testing Lab	$305.00
10272	05/18/21	P	WE18	WESTERN NEVADA SUPPLY CO.	$360.15
10273	06/03/21	P	AB01	A-1 NATIONAL FIRE CO.	$8,990.00
10274	06/03/21	P	AL17	ALHAMBRA	$77.01
10275	06/03/21	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$819.00
10276	06/03/21	P	BLAKE	CHARLES DAVID BLAKE	$601.98
10277	06/03/21	P	NA12	CHERYL NAFIE	$615.72
10278	06/03/21	P	CLA	Griswold Industries	$166.25
10279	06/03/21	P	CODALE	CODALE ELECTRIC SUPPLY	$6,225.25
10280	06/03/21	P	DYKMAN	DYKMAN ELECTRICAL INC.	$1,001.68
10281	06/03/21	P	FREDH	FRED HOWARD	$564.41
10282	06/03/21	P	GR13	GRAINGER	$474.73
10283	06/03/21	P	HDR01	HDR, ENGINEERING, INC.	$31,932.24
10284	06/03/21	P	HOMETO	HOMETOWN HEALTH	$18,975.15
10285	06/03/21	P	SIERRA	DBA SIERRA OFFICE SOLUTIONS	$73.60
10286	06/03/21	P	BOU11	BOULDER EXTERMINATORS, INC	$100.00
10287	06/03/21	P	PA13	JAMES PADILLA	$543.48
10288	06/03/21	P	IKE01	KELVIN IKEHARA	$361.82
10289	06/03/21	P	KI12	KINGSBURY HARDWARE	$2.58
10290	06/03/21	P	LIBERT	LIBERTY UTILITIES	$39.04
10291	06/03/21	P	ERPORT	LLUMIN, INC.	$1,472.50
10292	06/03/21	P	AGUILA	MANNY AGUILAR	$148.50
10293	06/03/21	P	MCB01	MCBRIDE MACHINE, INC.	$1,450.00
10294	06/03/21	P	MET11	METLIFE - GROUP BENEFITS	$2,108.12
10295	06/03/21	P	MO19	MOTION INDUSTRIES, INC.	$388.31
10296	06/03/21	P	MOU02	MOUNTAIN ALARM	$159.00
10297	06/03/21	P	OLIN	OLIN CORP - CHLOR ALKALI	$5,496.72
10298	06/03/21	P	OVER01	OVERHEAD DOOR CO. OF SIERRA NV	$275.00
10299	06/03/21	P	EA13	PAULA EAST-JANICKI	$704.69

*** 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: 5/16/2021 to 6/11/2021

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
10300	06/03/21	P	POL10	POLYDYNE INC.	$5,520.00
10301	06/03/21	P	VAN1	RICK VAN HORN	$264.21
10302	06/03/21	P	RO20	ROCKWELL ENGINEERING & EQUP CO	$1,347.91
10303	06/03/21	P	RO12	ROUND HILL GENERAL IMP. DIST.	$1,214.10
10304	06/03/21	P	SIL4	SILVER STATE ANALYTICAL LAB	$254.00
10305	06/03/21	P	ST09	STANDARD INSURANCE COMPANY	$669.45
10306	06/03/21	P	VER	VERIZON	$241.44
10307	06/03/21	P	VI12	VISION SERVICE PLAN - (AT)	$298.54
10308	06/03/21	P	WE12	Western Envir. Testing Lab	$1,269.00
10309	06/03/21	P	WE18	WESTERN NEVADA SUPPLY CO.	$1,800.82
				BANK WFCHK REGISTER TOTAL:	**$469,614.12**
				GRAND TOTAL :	**$469,614.12**

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Douglas County Lake Tahoe Sewer Auth.

GL Entry Report - Batch Order

Year: All / Date: 5/16/2021 - 6/15/2021

Entry #	Date	Document	Job	Account	Description	Debits	Credits	Balance
BATCH: 7284	**JOURNAL: B**			**STATUS: Posted**	**PERIOD: 2021 - 12**	**CREATED: 06/03/21 by YHJ**		
134502	06/14/21			414.1100	MAY PERS CONTRIBS	$13,162.32	$0.00	$13,162.32
134503	06/14/21			415.1100	MAY PERS CONTRIBS	$13,162.32	$0.00	$26,324.64
134504	06/14/21			101.1000	MAY PERS CONTRIBS	$0.00	$26,324.64	$0.00
					BATCH 7,284 TOTALS:	**$26,324.64**	**$26,324.64**	**$0.00**
					TOTAL OF ALL JOURNAL(S):	**$26,324.64**	**$26,324.64**	