MINUTES OF THE REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
September 15, 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, September 15, 2021 at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

## ROLL CALL:

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

## RECOGNITION OF OTHERS IN ATTENDANCE:

Also present 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 Bob Cook, Authority Engineer, Rob Anderson, and the Authority's legal counsel, Jim Cavilia.

## PUBLIC COMMENT:

None.

## APPROVAL OF AGENDA:

**It was moved by Trustee Vogt, seconded by Trustee McLaughlin and carried unanimously, 5-0, that the agenda be approved and adopted as presented.**

## MINUTES OF PRIOR MEETING:

**It was moved by Trustee Rice, seconded by Trustee McLaughlin and carried unanimously, 5-0, that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated August 18, 2021 be approved as presented.**

## 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 Authority staff recently met at the beach pump station with representatives of the Nevada Tahoe Conservation District (NTCD) and the United States Forest Service (USFS) regarding plans to relocate a portion of Burke Creek and how that may impact access to the pump station. Mr. Hopkins explained that the proposed relocation would move the creek further away from the pump station and will not likely take place for a couple of years. It was stressed that the Authority would require that adequate paved access to the pump station be maintained. Mr. Hopkins indicated that any plans regarding the project would be subject to review by the Authority's engineer.

As a result of the threat of recent wildfires, Mr. Hopkins explained that Authority staff had spent time ensuring the capability of the Authority's back-up generators that would be needed in the event that electrical power is shut off. As part of this work, a failed Automatic Transfer Switch (ATS) was discovered and replaced by Authority staff.

As part of the evaluation of the Authority's back-up power, all back-up generators were load tested to ensure effectiveness.

Mr. Hopkins stated that during the shutdown of businesses and the evacuation as the result of the Caldor Fire, sewer flows to the plant were as low as they have ever been. Explaining how the plant needs a certain amount of nutrients in order to maintain its capability, Mr. Hopkins indicated that 50 pounds of dog food per day was actually added to the system over a 5 to 7 day period. Mr. Hopkins stated that flows have increased, and the system is working well.

Because of the wildfire issues, Mr. Hopkins indicated that some of the ongoing plant upgrades have been delayed, but he was still hopeful that the project would be substantially complete by Thanksgiving. In response to an inquiry by Chairman Gardner, Mr. Hopkins indicated that the plant remained staffed during evacuation of the surrounding residential properties.

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 September 13, 2021 briefly summarizing various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The September 13, 2021 correspondence is incorporated in these minutes by this reference.

Mr. Anderson indicated that a meeting with the contractor hired to replace the roof of the Mechanical Building recently took place and that the project will begin soon.

With regard to the Tahoe South Events Center (TSEC), Mr. Anderson stated that he had received no additional input from the developer's consultant. Ms. East-Janicki and Trustee McLaughlin

each indicated that representatives of the TSEC project were continuing to question the need to up-size the Authority's sewer collection line. Chairman Gardner stated that this issue must be reviewed by and subject to the approval of the Authority Engineer.

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

### B. Discussion regarding Edgewood Sewer Interceptor and Intertie Plans

Mr. Anderson provided the Board with a copy of correspondence from his office to Edgewood with comments to Edgewood's preliminary plans regarding relocation of Edgewood Creek and certain Authority improvements. Mr. Anderson indicated that his office would continue to monitor this project on behalf of the Authority.

Chairman Gardner opened the floor to public comment regarding the matter. There was no further 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 more than 8% under budget in July.

Ms. East-Janicki reported that the Authority would incur audit fees of approximately $40,000.00 in September and the full amount had not been in the budget because of the need for a single audit. All other line items appear to be within budget.

With regard to the ongoing treatment plant upgrades, Ms. East-Janicki indicated that she was submitting a State Revolving Fund Loan request for approximately $1.9 million to pay the contractor.

Ms. East-Janicki stated that out of more than 850 properties that are billed, only 5 are in lien status and 5 others are more than two billing cycles behind.

Finally, Ms. East-Janicki indicated that the Authority's auditor was scheduled to be on-site the following week.

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

### B. Investment Report

Ms. East-Janicki had a written summary of the Authority's investments available, showing a total of approximately $11.1 million invested with only $735,000 in longer-term CDs. The balance of the Authority's investments are entirely liquid. Approximately $1 million from the construction fund was recently drawn to pay for the ongoing plant upgrades.

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. Chairman Gardner 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 Rice reported that in response to complaints of price gouging by Bally's during the fire crisis, he was meeting with Bally's representatives later in the day. Also, Trustee Rice acknowledged the great work of the firefighters as well as Douglas County's emergency agencies. Trustee Rice stated that support for the firefighters has been overwhelming.

Trustee Fagen reported that in order to repair a water line, RHGID would be shutting off water service for about 6 hours on the following day.

Trustee McLaughlin stated that following the wildfire crisis, he was hopeful that most businesses would be opening up before the end of the week, but that things will remain slow until US Highway 50 is reopened.

Chairman Gardner reported that TDD's recent increase of commercial sewer rates may not have been calculated properly and is being reconsidered.

## PUBLIC COMMENT:

Chairman Gardner indicated that he had recently spoken with former Authority Trustee, Mike Bradford who was doing very well. Mr. Bradford offered his help to the Authority in any way possible.

Mr. Hopkins reported that 5 of the Authority's 6 employees that contracted Covid-19 have now returned to work.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 10:20 a.m.

APPROVED

Charles E. Feagen

4832-5342-6431, v. 1

**Meeting Date: September 15th, 2021**

**DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY**
Staff Report

***Subject / Title:***

Authority Manager's Monthly Report – September 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 staff met with the Nevada Tahoe Conservation District (NTCD) and the United States Forest Service (USFS) at the DCLTSA Beach Pump Station, located on the southern end of Nevada Beach. NTCD and the USFS wanted to know what pump station access issues that DCLTSA would need addressed as the NTCD moves forward with a project to relocate the lower section of Burke Creek and create a new riparian meander for the creek. The project will move Burke Creek away from our pump station, which is a net positive for DCLTSA. We did let them know that we would need paved access to the south end of the Beach Pump Station with a turn out of sufficient size to allow access for vacuum trucks, and for moving and servicing our portable generators at the station. The discussion was preliminary. As the project moves forward, DCLTSA will request assistance from our Engineer, R.O. Anderson to evaluate any plans and / or proposals.

2. Staff repaired a failed Automatic Transfer Switch (ATS) at the Main Pump Station this month. An ATS is a device that manages the transfer of power from utility transmission lines to generator power when the utility power fails.

3. All major DCLTSA backup generators were serviced and "Load Bank Tested" mid-August. A Load Bank Test simulates conditions which would require the generator to run at full power / demand. These tests are done to exercise the generator and to assure full function under load.

4. DCLTSA inspected new construction at the Sierra Colina project this month.

5. DCLTSA staff mounted a robust emergency response to the Caldor Fire. Some of the actions taken are listed below for the record.

    1. DCLTSA coordinated with NV Energy regarding the progression of the Caldor fire front as it approached the main transmission lines that power the Treatment Plant.
    2. In preparation for possible power outages, we ordered and received a diesel and gasoline delivery from Carson City. All equipment and emergency generators were fully fueled.
    3. All DCLTSA staff registered with Caldor Fire Incident Command and the Douglas County Sheriff's Office to allow us access and freedom of movement / emergency response in evacuated zones.
    4. We rented a 500-gallon portable fuel trailer to refuel all our generators in-house as needed, rather than rely on the fuel delivery capacity of our vendors.
    5. All our Information Technology servers and SCADA systems were backed up, and the backup drives removed to the Carson Valley for safekeeping.
    6. Raw sewage influent flows dropped considerably coming into the Treatment Plant. This created ongoing challenges with trimming Treatment Plant capacity and keeping the microbiology of the Plant alive. The primary concern is losing the nutrient value that the raw sewage provides our treatment bacteria. To supplement the loss of nutrients, we have procured a pallet of dog food to supplement the incoming sewage with added nutrients. We are continuing to operate in compliance with our Discharge Permit in all parameters. We continue to supplement influent with dog food, as influent flows remain at or below 0.650 MGD.
    7. In the event DCLTSA lost treatment capacity, NDEP was made aware that we may need to utilize our on-site emergency storage reservoir to store under-treated wastewater. NDEP offered services of their "Circuit Rider" program, which can provide help with staffing expertise if needed.
    8. NDEP requested GIS mapping layers that show the location of our pumping stations, so that they can provide that information to First Responders if needed. Our Authority Engineer, R.O. Anderson provided the requested map layers to NDEP as requested.

    Finally, I really cannot convey adequately how much the staff stepped up to mitigate the potential impacts of this fire. I believe DCLTSA as an organization is among the most prepared agencies in the Basin, and that is credited to the tremendous efforts of our staff!

6. K.G. Walters Construction and other associated contractors had to stop work and evacuate the area along with the civilian population during the most intense periods of the Caldor fire. This mandatory evacuation has likely set the Treatment Plant Upgrades Project back by one to two weeks. We believe we will still have at least one aeration train up and running by mid-October, and we still may make substantial completion of the project by Thanksgiving. Everyone is working diligently to make up for the time lost.

7. The DCLTSA treatment plant hit the lowest influent flows due to the fire and evacuations on September 2nd, 2021. We had a Total Influent flow of 0.426 MGD, with Beach at 0.227 MGD, KGID at 0.059 MGD, RHGID at 0.024 MGD, and TDD at 0.116 MGD. The Total Influent flow of 0.426 MGD falls under the initial design flow of 0.600 MGD when the Plant was commissioned in 1968. Recorded flows from 1968 are unavailable at the time of this writing, but it may well be that this was the lowest flow in DCLTSA history.

8. DCLTSA staff took advantage of the low flow to remove grit and inspect the Beach Pump Station wet well. (Photo attached)



Summit Plumbing using a vacuum truck to remove grit from the Beach Pump Station wet well

R|O|Anderson

September 13, 2021

***Via E-mail***

Board of Directors
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
P.O. Box 578
Zephyr Cove, NV 89448

**Authority Engineer's Monthly Report – September 2021**

Dear Members of the Board:

The following report presents a summary of activities undertaken on behalf of the Sewer Authority since our last meeting together on August 17, 2021. During this period, we provided general engineering support and project review services on various projects as assigned. The following paragraphs provide a brief description of these efforts and progress related to each specific task.

*General Engineering Services:* R.O. Anderson Engineering, Inc. (ROA) assisted and participated with Authority personnel on various engineering-related assignments on an as-requested basis. In addition to these activities, we have participated in the following specific tasks:

- 2021 Mechanical Building Roof Replacement – Pursuant to the Board's approval, on August 25, 2021, we prepared and issued the Notice of Award for this contract to Sierra Coast Roofing. We are expecting the signed contracts and schedule from them this week.

- NDOT System Mapping Request – As requested, we provided copies of the collection system mapping to support NDOTs design efforts for their upcoming road improvement project on US Highway 50.

- State Emergency Management (Caldor Fire Preparedness) – Shortly after the ordered evacuation of the Stateline area, in response to the state's Division of Emergency Management (DEM) request, we supported the response efforts by providing the agency with the GIS mapping files for the Sewer Authority's collection system including the location of all critical elements.

*Project Review Services:* We have provided plan review services for development projects that are requesting future collection or treatment services from DCLTSA. During this period, we have performed such services for the following projects:



Physical
1603 Esmeralda Avenue
Minden, Nevada 89423
P 775.782.2322

Mailing
P.O. Box 2229
Minden, Nevada 89423
P 775.782.2322

OFFICES
Minden, Nevada
Reno, Nevada

- Tahoe South Event Center (TSEC) – Since the last Board meeting, we have not received any additional input or questions from the representatives or consultants of the Events Center.

- Tahoe Beach Club (TBC) – During the period, the contractor constructing the on-site collection system made a preliminary submittal of several requested changes to the previously approved plans. We reviewed their requested changes and asked them to have the design engineer-of-record prepare a formal request with supporting calculations and the necessary engineering details (e.g., slope, fixture units, etc.).

- Edgewood Golf Course Creek Re-alignment (SS Interceptor Portion) - Last week we received updated design drawings from Edgewood's Consultant. Our review of the updated drawings confirmed that all prior comments and suggestions had been satisfactorily addressed. We, therefore, issued our letter recommending conditional approval of the plans. A copy of that letter is attached for your information.

I am out of the office this week so I will participate in the Board meeting virtually. I will be available then to review this information in greater detail, as well as address any specific questions or concerns Board members might have relative to these subjects. Should you have any questions in advance of the meeting, I hope you'll not hesitate to call or write. Thank you for your continued confidence and the opportunity to provide these services.

Yours faithfully,

R.O. ANDERSON ENGINEERING, INC.

Robert O. Anderson /sh

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

Attachments

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

R O Anderson

September 9, 2021

***Via email***

Steve Habaradas
EDGEWOOD COMPANIES
PO Box 2249
Stateline, NV 89449

**Edgewood Sewer Interceptor and Inter-Tie**
**Conditional Approval for Sewer System Components**

Dear Steve:

Thank you for your continued cooperation and the submission of the preliminary plan set dated September 7, 2021, for our review. On behalf of Douglas County Lake Tahoe Sewer Authority (DCLTSA), we have reviewed the plans including the following sheets:

a. G1 – Title Sheet
b. G2 – Notes, Legend, and Abbreviations
c. C2 – Plan And Profile "SS1"10+00-"SS1"15+00
d. C3 – Plan And Profile "SS1"15+00-"SS1"19+50
e. C4 – Plan And Profile "SS1"19+50-"SS1"24+00
f. C5 – Plan And Profile "SS2"10+00 - "Ss2"12+25, "SS3"10+00 -"SS3"11+00
g. D2 – Details
h. D3 – Details
i. D4 – Details

These plans satisfactorily address the Sewer Authority's prior comments. We have no additional comments at this time. Our review of these plans in advance of the final review or approval of the plans for the Relocations of Edgewood Creek has been based on the understanding and agreement previously reached with Edgewood Companies and DCLTSA that, with the exception of the two unavoidable creek crossings of the sewer interceptor, no portion of the to be relocated Edgewood Creek, including its associated riparian areas, will be constructed within 20 feet horizontally of the proposed location of this sewer interceptor.

Based on these understandings, the plans are approved subject to the following conditions:

1. Please submit two hard copies and one portable document file (PDF) copy of the final plans with the 'Preliminary' stamp removed, and signed and stamped by the Design Engineer.
2. This conditional approval applies specifically to the subject improvement plans. Design or capacity changes must be submitted to DCLTSA for review and approval, including but not limited to changes of points of connections such as dewatering, dumpster pads, etc.
3. The Sewer Authority requires a formal application to be prepared and submitted. Payment of all fees, charges for capacity, connection, review, inspection, etc. This condition must be completed prior to commencing construction.
4. Bypass pumping plans must be approved by DCLTSA prior to commencing construction. Please submit those plans when they are available.
5. NDEP-BWPC approval is required. Please provide the Authority with a copy of their approval letter prior to commencing construction.
6. The proposed easements shown on these plans as well as any existing easements proposed to be abandoned upon completion of the re-alignment of the interceptor, must be reviewed in further detail prior to recordation. Please provide a draft copy of the description(s) and supporting exhibit(s) when they are available.
7. Upon completion of construction and prior to acceptance by DCLTSA, record drawings inclusive of the constructed elevations and location of all other utilities when crossed during construction, shall be provided to the Sewer Authority. Record drawings shall be submitted in a full-size hard copy as well as in a PDF format.
8. Future buildings within the project that are to be connected to sewer mains that discharge to this interceptor will be required to demonstrate that lowest finished floor elevations are a minimum of 1-foot above the elevation of the STPUD Intertie (6233.29 DCLTSA datum), or that they are protected against backflow into the building using a backwater valve per the International Plumbing Code.

Thank you again for your cooperation. As you review this correspondence, should you have any questions or require any clarifications, please do not hesitate to contact me.

Yours faithfully,

R.O. ANDERSON ENGINEERING, INC.

Robert O. Anderson

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

Y:\Client Files\0643\0643-002\Documents\Projects\2019 Edgewood Interceptor Relocation\2020 08 28 Golf Course Creek Improvements\2021 9 8 Conditional Approval\Ltr T Habaradas RE GCC Conditional Approval.docx

cc: Paula East-Janicki
Rob Hopkins
Mary Horvath, PE
Scott Kobs, PE
Nikolai Nikolov
Ryan Spreeman, PE

# AUTHORITY CONTROLLER'S

# GENERAL STATUS REPORT

# SEPTEMBER 15, 2021

- There's a spreadsheet in the board packet that shows July's operating expenses more than 8% under budget. That is largely a matter of timing. 8% is only $23,000 and this month, September, we will be incurring $40,000 in auditing expenses. It does appear that most ongoing operating expenses are within budget limits.
- I will be submitting a State Revolving Fund (SRF) Loan request for approximately $1.9 million to reimburse Treatment Plant Upgrades costs already paid. The State Treasurer's Office determined this month that they have been holding $85,000 more in reserve for projects from 2006 than they should have so that money was released to the LGIP Construction Fund.
- At this time, of the more than 850 properties we bill, only 5 are in lien status and 5 more two billing cycles past due.

- The annual fiscal audit, done by Eide Bailly, will begin next Monday, September 20.

## Investment Report

We have a little more almost $11.1 million invested in liquid Wells Fargo and Local Government Investment Pool (LGIP) accounts and longer- term laddered CD's. Only $735,000 of that amount is tied up in CD's. The rest of the investments are entirely liquid.

**Claims and Check Register**

The check register and wires since the last meeting are in the Board packet. If there are no questions, I will ask the Board Chairman to sign them and return them to me for our records.

**DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY**

**JULY 2021-2022 BUDGET VS. ACTUAL**

| | | JULY | Budgeted | Variance | Comments |
|---|---|---|---|---|---|
| Salaries | 401.11 | $ 100,993.48 | $ 106,627.92 | $ 5,634.44 | |
| OT/Callback | 403.11 | $ 735.57 | $ 1,599.42 | $ 863.85 | |
| Holiday | 405.11 | $ 1,184.46 | $ 1,317.25 | $ 132.79 | 1 Holiday of 11 |
| NTD | 407.11 | | $ - | $ - | |
| Longevity | 409.11 | $ - | $ 357.08 | $ 357.08 | Paid Yearly - December |
| Stand-By Pay | 408.11 | $ 1,344.12 | $ 1,330.33 | $ (13.79) | |
| Health Insurance | 413.11 | $ 25,426.64 | $ 26,062.83 | $ 636.19 | |
| State Retirement (PERS) | 414/415.11 | $ 25,943.40 | $ 32,223.83 | $ 6,280.43 | |
| SIIS (Workers Comp) | 417.11 | $ 1,733.00 | $ 3,986.42 | $ 2,253.42 | Smaller Increase than Expected |
| Medicare Tax | 418.11 | $ 1,606.00 | $ 1,612.83 | $ 6.83 | |
| Unemployment Insurance | 419.11 | $ 45.00 | $ 1,993.33 | $ 1,948.33 | Annual EMRB Fee |
| Contract Svcs | 496.11 | $ - | $ - | $ - | |
| OPEB Expense | 416.11 | $ 4,166.67 | $ 4,166.67 | $ (0.00) | Estimate |
| **Salaries/Benefits** | | **$ 163,178.34** | **$ 181,277.92** | **$ 18,099.58** | |
| Electric Power | 421.11/.14 | $ 23,050.68 | $ 19,229.17 | $ (3,821.51) | Highest Flows of Year |
| Electric Power - BPS | 421.12 | $ 1,096.98 | $ 916.67 | $ (180.31) | " |
| Electric Power - MPS | 421.13 | $ 4,801.13 | $ 4,541.67 | $ (259.46) | " |

## JULY 2021-2022 BUDGET VS. ACTUAL

| | | JULY | Budgeted | Variance | Comments |
|---|---|---|---|---|---|
| Natural Gas | 423.11 | $ 201.01 | $ 833.33 | $ 632.32 | Lowest Use Time of Year |
| Natural Gas - BPS | 423.12 | $ 29.30 | $ 75.00 | $ 45.70 | " |
| Natural Gas - MPS | 423.13 | $ 29.34 | $ 30.42 | $ 1.08 | |
| Water | 425.11 | $ 1,252.04 | $ 1,033.33 | $ (218.71) | |
| Water - BPS | 425.12 | $ 384.61 | $ 250.00 | $ (134.61) | |
| Water - MPS | 425.13 | $ 1,592.13 | $ 841.67 | $ (750.46) | |
| Solid Waste Removal | 483.11 | $ 344.90 | $ 387.92 | $ 43.02 | |
| **Utilities** | | **$ 32,782.12** | **$ 28,139.17** | **$ (4,642.95)** | |
| Chemicals | 470.11 | $ 5,200.98 | $ 5,583.33 | $ 382.35 | |
| Lab Supplies | 471.11 | $ 698.03 | $ 229.17 | $ (468.86) | Running extra tests |
| Supplies | | $ - | $ - | $ - | |
| **Chemicals/Supplies** | | **$ 5,899.01** | **$ 5,812.50** | **$ (86.51)** | |
| Legal Services | 460.11 | $ 1,380.00 | $ 3,333.33 | $ 1,953.33 | |
| Accounting | 462.11 | $ 238.63 | $ 4,612.50 | $ 4,373.87 | Audit not yet started |
| **Legal/Accounting** | | **$ 1,618.63** | **$ 7,945.83** | **$ 6,327.20** | |

## JULY 2021-2022 BUDGET VS. ACTUAL

| | | JULY | Budgeted | Variance | Comments |
|---|---|---|---|---|---|
| Engineering | 450.11 | $ 5,000.00 | $ 5,000.00 | $ - | Estimate - No ROA Bill yet |
| Engineering - BPS | | $ - | $ - | $ - | |
| Engineering - MPS | | $ - | $ - | $ - | |
| Engineering - In-District | | $ - | $ - | $ - | |
| Consulting | 458.11 | $ 2,100.00 | $ 2,833.33 | $ 733.33 | |
| **Engineering/Consulting** | | **$ 7,100.00** | **$ 7,833.33** | **$ 733.33** | |
| Maintenance Export Line | 430.11 | $ - | $ 1,625.00 | $ 1,625.00 | |
| Maintenance Collection System | 430.19 | $ 5,250.00 | $ 5,875.00 | $ 625.00 | |
| Repairs Collection System | 431.19 | $ - | $ 125.00 | $ 125.00 | |
| Computer Maintenance/Supplies | 431/432.11 | $ - | $ 416.67 | $ 416.67 | |
| Annual Software Licenses | 433.11 | $ 1,968.77 | $ 2,041.67 | $ 72.90 | |
| SCADA Support | 434.11 | $ - | $ 1,500.00 | $ 1,500.00 | |
| Repairs - Vehicles | 436.11 | $ 202.49 | $ 837.50 | $ 635.01 | |
| Repairs - Mechanical | 440.11 | $ 2,584.16 | $ 3,750.00 | $ 1,165.84 | |
| Repairs - Mechanical BPS | 440.12 | $ 658.70 | $ 583.33 | $ (75.37) | |
| Repairs - Mechanical MPS | 440.13 | $ - | $ 916.67 | $ 916.67 | |
| Emergency Repairs | 440.3 | $ - | $ - | $ - | |

## JULY 2021-2022 BUDGET VS. ACTUAL

| | | JULY | Budgeted | Variance | Comments |
|---|---|---|---|---|---|
| Repairs Bldg & Grounds | 441.11 | $ 537.95 | $ 650.00 | $ 112.05 | |
| Repairs Bldg & Grounds - BPS | 441.12 | $ - | $ 83.33 | $ 83.33 | |
| Repairs Bldg & Grounds - MPS | 441.13 | $ - | $ - | $ - | |
| Repairs Heating | 442.11 | $ - | $ 68.75 | $ 68.75 | |
| Repairs Heating | 442.12 | $ - | $ 83.33 | $ 83.33 | |
| Repairs Heating | 442.13 | $ - | $ - | $ - | |
| Repairs Electrical | 443.11 | $ 539.76 | $ 139.58 | $ (400.18) | Lab wiring for new equipment |
| Repairs Electrical | 443.12 | $ - | $ 83.33 | $ 83.33 | |
| Repairs Electrical | 443.13 | $ - | $ 41.67 | $ 41.67 | |
| Repairs Instruments | 444.11 | $ - | $ 833.33 | $ 833.33 | |
| Equipment Rental | 447.11 | $ - | $ 250.00 | $ 250.00 | |
| Maintenance Supplies | 449.11 | $ 1,202.20 | $ 425.00 | $ (777.20) | Materials for In-House Projects |
| Safety Equipment | 487.11 | $ 322.70 | $ 666.67 | $ 343.97 | |
| Odor Control System Maintenance | 491.11 | $ - | $ 1,583.33 | $ 1,583.33 | |
| **Repairs/Maintenance** | | **$ 13,266.73** | **$ 22,579.17** | **$ 9,312.44** | |
| Casualty Insurance | 466.11 | $ 7,286.94 | $ 8,400.00 | $ 1,113.06 | Smaller Increase than expected |
| Pollution Liability Insurance | 468.11 | $ - | $ - | $ - | |
| **Insurance** | | **$ 7,286.94** | **$ 8,400.00** | **$ 1,113.06** | |

## JULY 2021-2022 BUDGET VS. ACTUAL

| | | JULY | Budgeted | Variance | Comments |
|---|---|---|---|---|---|
| Telephone | 427.11/14 | $ 1,301.86 | $ 1,708.33 | $ 406.47 | |
| Telephone | 427.12 | $ 26.94 | $ 95.83 | $ 68.89 | |
| Telephone | 427.13 | $ - | $ - | $ - | |
| Small Tools & Equipment | 435.11 | $ 1,052.24 | $ 668.75 | $ (383.49) | Large Equipment Jump Starter |
| Laundry and Linen | 482.11 | $ 1,404.51 | $ 291.67 | $ (1,112.84) | Uniform shirts & sweatshirts |
| Forest Svc. Fee | 484.12 | $ - | $ 41.67 | $ 41.67 | |
| Training, Dues & Subscriptions | 485.11 | $ - | $ 416.67 | $ 416.67 | |
| Office Expenses | 486.11 | $ 452.31 | $ 1,000.00 | $ 547.69 | |
| Travel | 488.11 | $ - | $ - | $ - | |
| Sample Testing | 490.11 | $ 2,043.00 | $ 3,810.42 | $ 1,767.42 | |
| Operating Lease | 494.11 | $ - | $ - | $ - | |
| Biosolids Disposal | 493.11 | $ 6,491.68 | $ 4,720.83 | $ (1,770.85) | Highest Flows of Year |
| Underground Service Alert | 495.11 | $ 397.26 | $ 41.67 | $ (355.59) | Ann. Membership Fee |
| Permit Fees | 497.11 | $ 7,658.00 | $ 1,104.17 | $ (6,553.83) | Most Paid at Beginning of Year |
| Misc Exp and Bank Fees | 499.11/480.1 | $ 1,062.17 | $ 891.67 | $ (170.50) | |
| **Other Operating Expenses** | | **$ 21,889.97** | **$ 14,791.67** | **$ (7,098.30)** | |

## JULY 2021-2022 BUDGET VS. ACTUAL

| | | JULY | Budgeted | Variance | Comments |
|---|---|---|---|---|---|
| Fuels and Lubricants | 476.11 | $ 2,582.64 | $ 1,905.00 | $ (677.64) | |
| Fuels & Lubricants | | **$ 2,582.64** | **$ 1,905.00** | **$ (677.64)** | |
| **Total Operating Expenses Thru July** | | **$ 255,604.38** | **$ 278,684.58** | **$ 23,080.20** | |
| | | | | **8.28%** | |

# Douglas County Lake Tahoe Sewer Auth.

AP Check Register (Current by Bank)

Check Dates: 8/15/2021 to 9/15/2021



| Check No. | Date | Status* | Vendor ID | Payee Name | Amount |
|---|---|---|---|---|---|
| **BANK ID: WFCHK - WELLS FARGO CHECKING** | | | | | **101.1000** |
| 10446 | 08/20/21 | P | AL01 | ALLISON, MACKENZIE, Pavlakis | $1,380.00 |
| 10447 | 08/20/21 | P | BE15 | BENTLY FAMILY LTD PARTNERSHIP | $943.74 |
| 10448 | 08/20/21 | P | CA12 | CARSON VALLEY OIL CO., INC. | $1,690.74 |
| 10449 | 08/20/21 | P | CA25 | CASHMAN EQUIPMENT COMPANY | $7,276.54 |
| 10450 | 08/20/21 | P | CEN01 | CENTRISYS CORPORATION | $5,546.83 |
| 10451 | 08/20/21 | P | FREDH | FRED HOWARD | $564.41 |
| 10452 | 08/20/21 | P | GR13 | GRAINGER | $22.72 |
| 10453 | 08/20/21 | P | SMARTC | SMARTCOVER SYSTEMS | $8,766.00 |
| 10454 | 08/20/21 | P | HDR01 | HDR, ENGINEERING, INC. | $26,329.20 |
| 10455 | 08/20/21 | P | SIERRA | DBA SIERRA OFFICE SOLUTIONS | $88.30 |
| 10456 | 08/20/21 | P | JO10 | JNA CONSULTING GROUP, LLC | $1,000.00 |
| 10457 | 08/20/21 | P | KGW | K.G. WALTERS CONSTRUCTION CO. | $743,544.57 |
| 10458 | 08/20/21 | P | KI11 | KINGSBURY GENERAL IMP. DIST. | $1,636.65 |
| 10459 | 08/20/21 | P | PARODI | MASON PARODI | $232.00 |
| 10460 | 08/20/21 | P | GUT | MIKE GUTIERREZ | $150.00 |
| 10461 | 08/20/21 | P | MO19 | MOTION INDUSTRIES, INC. | $59.64 |
| 10462 | 08/20/21 | P | OREILL | O'REILLY AUTOMOTIVE, INC. | $332.40 |
| 10463 | 08/20/21 | P | POL10 | POLYDYNE INC. | $5,520.00 |
| 10464 | 08/20/21 | P | AN12 | R.O. ANDERSON ENGINEERING, INC | $6,845.50 |
| 10465 | 08/20/21 | P | RO12 | ROUND HILL GENERAL IMP. DIST. | $1,995.10 |
| 10466 | 08/20/21 | P | KI13 | Shaun Thomas DBA | $26.98 |
| 10467 | 08/20/21 | P | SIL4 | SILVER STATE ANALYTICAL LAB | $635.00 |
| 10468 | 08/20/21 | P | SO10 | SOUTH TAHOE REFUSE, INC. | $252.40 |
| 10469 | 08/20/21 | P | SO13 | SOUTHWEST GAS CORP. | $262.21 |
| 10470 | 08/20/21 | P | NE42 | STATE OF NV. P.E.B.P. | $1,386.40 |
| 10471 | 08/20/21 | P | TA01 | TAHOE BASIN CONTAINER SVC.,INC | $4,062.50 |
| 10472 | 08/20/21 | P | TA18 | TAHOE REGIONAL PLANNING AGENCY | $920.00 |
| 10473 | 08/20/21 | P | US12 | USABLUEBOOK | $38.52 |
| 10474 | 08/20/21 | P | WE10 | WEDCO INC. | $1,026.25 |
| 10475 | 08/20/21 | P | WF01 | WELLS FARGO | $3,544.71 |
| 10476 | 08/20/21 | P | WE12 | Western Envir. Testing Lab | $622.00 |
| 10477 | 08/20/21 | P | WE18 | WESTERN NEVADA SUPPLY CO. | $1,485.34 |
| | | | | **BANK WFCHK REGISTER TOTAL:** | **$828,186.65** |
| | | | | **GRAND TOTAL :** | **$828,186.65** |

*** 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: 8/15/2021 - 9/15/2021



| Entry # | Date | Document | Job | Account | Description | Debits | Credits | Balance |
|---|---|---|---|---|---|---|---|---|
| **BATCH: 7405** | **JOURNAL: B** | | **STATUS: Posted** | **PERIOD: 2022 - 2** | **CREATED: 09/08/21 by DCS** | | | |
| 135876 | 08/26/21 | | | 486.1100 | CHECK PRINTING & ENVELOPES | $790.69 | $0.00 | $790.69 |
| 135877 | 08/26/21 | | | 101.1000 | CHECK PRINTING & ENVELOPES | $0.00 | $790.69 | $0.00 |
| | | | | | **BATCH 7,405 TOTALS:** | **$790.69** | **$790.69** | **$0.00** |
| | | | | | **TOTAL OF ALL JOURNAL(S):** | **$790.69** | **$790.69** | |