MINUTES OF THE REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
June 15, 2022

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, June 15, 2022 at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

ROLL CALL:

Present were Trustees Wes Rice, Rick Gardner and Chuck Fagen. Trustees Darya Vogt 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 Controller Paula East-Janicki, Accountant Ying Johnson, IT Specialist Eric Heffernon, and the Authority's legal counsel, Jim Cavilia. Authority Manager Rob Hopkins and Authority Engineer, Rob Anderson were present via audio and video internet connection by which they could hear everyone at the meeting, and everyone could hear them.

PUBLIC COMMENT:

None.

APPROVAL OF AGENDA:

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

MINUTES OF PRIOR MEETING:

It was moved by Trustee Vogt, seconded by Trustee McLaughlin and carried unanimously (4-0) that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated May 18, 2022, 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 the Authority is allowing contractors for NV Energy to store equipment at the plant that is being used to trim trees and reduce fuels along the power lines.

Mr. Hopkins stated that Authority mechanics recently replaced the seals in the Main Pump Station pumps with more efficient seals that will significantly reduce the Authority's monthly water usage, saving more than a thousand dollars per month. Mr. Hopkins added that work to similarly convert the seals in the Beach Pump stations pump is also underway.

In an effort to accommodate Edgewood's connection of the new Villas to the Authority's sewer collection system, Mr. Hopkins explained that Edgewood was allowed to tie-in without a manhole at this time. Mr. Hopkins indicated that the initial connection would be temporary, and that Edgewood will be required to complete the manhole when the permanent connection is made some time within the next two years.

Mr. Hopkins reported that he recently participated in an interview panel for Incline Village General Improvement District's (IVGID) search for a new Operations Superintendent.

Finally, Mr. Hopkins was pleased to report that as a result of the recently completed plant upgrades, total nitrogen compound discharge from the treatment plant has been reduced and is well with the applicable regulatory standard.

In response to an inquiry from Chairman Gardner, Mr. Hopkins stated that the upgrades at the treatment plant have resulted in a reduction in the use of electricity and a reduction in the amount of biosolids that must be hauled from the plant. Additionally, the greater reliability translates to a reduction in required staff overtime.

Mr. Hopkins also indicated, in response to a question from Chairman Gardner, that the video review of the Authority's sewer collection system would be completed in the next 2 or 3 weeks and that following an inquiry from Elks Point Sewer Improvement District (ESID), the Authority offered to include EPSID's collection system in the video review that is being completed. Mr. Hopkins explained that pursuant to a 1971 agreement, the Authority has been basically maintaining EPSD's collection system and charging residents of EPSD the same rates charged to in-Authority residential properties. Authority Controller, Paula East-Janicki, provided additional information regarding the Authority's history with EPSD and Chairman Gardner indicated his support for working with EPSD to update the 1971 agreement. The Board, as a whole, expressed its support for the planned review and analysis of the Authority's sewer collection system.

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) and renewal of employment agreement for up to a three-year period.

Ms. East-Janicki stated that evaluations of Mr. Hopkins job performance had been completed by the Trustees and that the average score was 4.72 on a scale of 1 to 5. Authority counsel, Jim Cavilia, explained that Mr. Hopkins currently has a three-year employment agreement that was scheduled to expire on June 22, 2022.

Trustee Rice indicated that in completing Mr. Hopkins's evaluation, he was simply unable to find any area where he could mark Mr. Hopkins down. Trustee Vogt added that Mr. Hopkins makes the Trustees' jobs easy by keeping the Board well-informed at all times. Mr. Hopkins thanked the Trustees for their comments and stated that the past three years at the Authority have been very busy and that he was able to accomplish as much as he had because of the great employees of the Authority.

In response to an inquiry from Chairman Gardner, Ms. East-Janicki explained that based upon a salary study completed in 2019 and the raises most recently provided to Authority staff, Mr. Hopkins would be entitled to a pay increase of in the range of 4.5 to 5%. Trustee Rice suggested that an increase of 5% was appropriate based upon the amount of money the Authority has saved in recent months by completing work in-house. Each of the Trustees expressed support for an increase of 5%. Following the comments of the Trustees, **it was moved by Trustee Rice and seconded by Trustee Fagen that a three-year employment agreement with Mr. Hopkins at the starting annual salary of $196,251.00 be approved.** Chairman Gardner opened the floor to public comment regarding the matter. There was no public comment. **The Motion carried unanimously.**

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 June 13, 2022, briefly summarizing various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The June 13, 2022 correspondence is incorporated in these minutes by this reference.

Mr. Anderson described his participation in the decision to allow Edgewood to delay the installation of a manhole as part of connecting Edgewood's Villas to the Authority's collection system. As Mr. Hopkins had stated earlier, Mr. Anderson indicated that the decision allowed the project to proceed and provided for installation of the manhole in the future.

With regard to the contract to re-roof the mechanical building at the plant, Mr. Anderson explained that the decision was made to cancel the contract based upon the contractor's failure to perform and lack of communication. Mr. Anderson indicated that the project would be rebid in the near future. Mr. Hopkins added that it was not critical that the re-roofing be completed this year.

Mr. Anderson reported that his office was currently reviewing the encroachment permit application related to the Tahoe South Events Center's connection to the Authority's sewer main. Mr. Anderson indicated that following the plan review, the application would be submitted to the Nevada Department of Transportation with the work to be completed after Labor Day.
Finally, Mr. Anderson stated that pre-construction conferences had been held with Edgewood's contractors and representatives of South Lake Tahoe Public Utility District (STPUD) with regard to the Edgewood Villas and relocation of the Authority's STPUD inter-tie.

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 9% under budget through the end of April. With regard to accounts receivable, Ms. East-Janicki stated that only five properties are more than three quarter past due and the accounts receivable balance is actual in the negative as the result of users having paid in advance.

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

B. Discussion and Possible action to augment Fiscal Year 2021-2022 budget, shifting expenses between line items, but not increasing total operating expenses.

Ms. East-Janicki explained to the Board that because no line item of expenses in the Authority's budget can be more than 10% over budget, it is sometimes necessary to shift expenses among various line items within the budget. Ms. East-Janicki provided the Trustees with spreadsheets showing the proposed budget augmentation with a reduction in salaries and benefits and an increase in repairs and maintenance in order to cover costs related to collection system video assessment. Ms. East-Janicki stressed that the proposed augmentation does not include an overall increase in expenses. Following a brief discussion among the Trustees, **it was moved by Trustee Rice and seconded by Trustee McLaughlin that the Authority Fiscal Year 2021-2022 budget be augmented as described by Ms. East-Janicki.** Chairman Gardner opened the floor to public comment regarding the matter. There was no public comment. **The Motion carried unanimously.**

C. Investment Report

Ms. East-Janicki had a written summary of the Authority's investments available, stating that the only change since the previous Board meeting is the addition of interest income. Ms. East-Janicki reported that the Authority has only three Certificates of Deposit (CDs) remaining in the amount

of $735,000 with the balance of the Authority's investments being entirely liquid. Based upon CD rates beginning to rise, Ms. East-Janicki anticipates moving some additional funds into CDs.

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 Fagen reported that Round Hill General Improvement District's (RHGID) sewer meter installation has been delayed because the meter has not yet been delivered.

Trustee McLaughlin reported that business in the casino core had reached pre-pandemic levels and that a great field is expected at the upcoming celebrity golf tournament. Trustee McLauglin added that the opening of the TSEC has been pushed back some as the result of supply chain issues, but the project remains on budget.

Trustee Vogt reported the Kingsbury General Improvement District (KGID) recently extended the contract of its district manager and that water line replacement work would be taking place this summer in KGID.

Trustee Rice reported that the County Commission was scheduled to certify the recent primary election results on June 24th. Trustee Rice thanked all that supported him in his primary race. Trustee Rice also stated that the County Commission recently approved the creation of the new position of Chief of Staff, whose primary responsibility would be to assist the County Manager and coordinate with organizations within the County. Trustee Rice also stated that the County was working to access federal funding to complete the reconstruction of Kahle Drive.

Chairman Gardner reported that Tahoe Douglas District (TDD) remains in litigation regarding Skyland Estates, but he was confident that a reasonable resolution would be reached. Chairman Gardner also stated that because of a recent opinion that an individual cannot serve on two district boards simultaneously, the TDD Board of Directors may be one director short at the end to the year. For this reason, Chairman Gardner is considering the possibility of staying on the TDD board beyond the end of the year.

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 11:10 a.m.

APPROVED

4860-6070-5318, v. 1

Meeting Date: June 15th, 2022

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report – June 2022
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.

1. DCLTSA is providing space behind the Treatment Plant for Wasatch Electric and Asplundh Tree Removal equipment and personnel. We are providing the space free-of-charge in support of Wasatch's work to harden the main power lines behind the plant with upgraded non-sparking high voltage electrical equipment. Asplundh will be doing tree trimming and other fuels-reduction work to help prevent future forest fires from power-outage events.

2. DCLTSA mechanics completed the conversion of the Main Pump Station sewer pumps from water-lubricated "packing-type" seals to flushless mechanical seals. This reduced our typical monthly water usage at the pump station from 170,000 – 200,000 gallons per month to 4,000 gallons per month. Historically, our monthly water bills ran between $1,400 to up to $2,000 per month. For perspective, last month's water bill was $28.40.

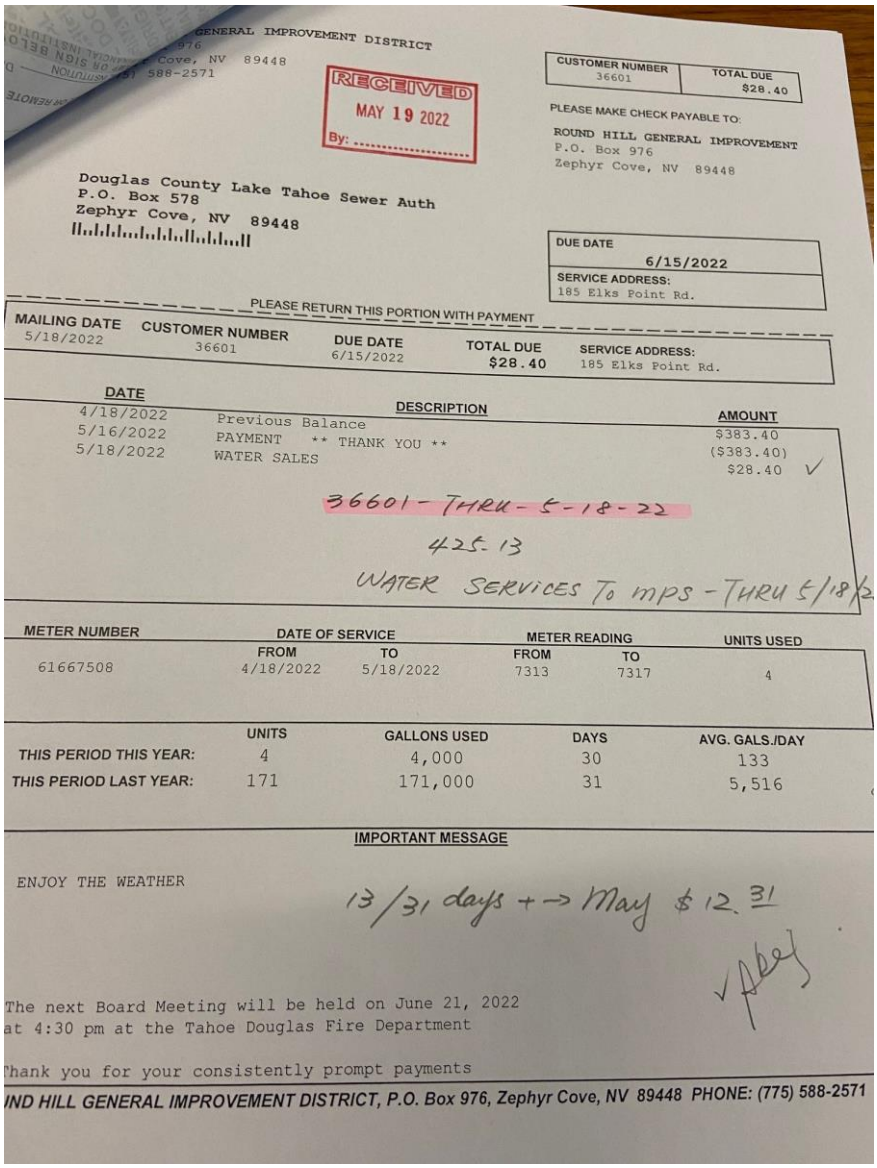
3. Work to convert the Beach Pump Station sewer pumps to the same mechanical seals is in progress and should be completed by the end of the month, realizing further water and cost savings.

4. A meeting was held in the field between Edgewood, SNC Construction, DCLTSA staff and Authority Engineer R.O. Anderson. The primary topic of discussion related to a request from Edgewood / SNC to allow the temporary use of a "Tee" fitting to connect two Casita sewer services to the DCLTSA gravity main in lieu of installing a manhole, which would later have to be removed and relocated. DCLTSA staff had no objection to this temporary installation, subject to a two-year time limit. Edgewood has agreed and submitted documentation to the Authority memorializing their agreement to the time limit condition of approval. Further detail may be provided by DCLTSA Engineer R.O. Anderson.

5. Authority Manager Hopkins participated in an interview panel for Incline Village General Improvement District in their search for a new Sewer and Water Utility Operations Superintendent.

6. Lastly, I am pleased to report that the Treatment Plant has successfully completed the conversion to the full Biological Nutrient Removal (BNR) treatment process. This conversion was one of the key performance goals for the Treatment Plant Upgrades project.

   Total Nitrogen compound discharge from the treatment plant has been reduced from 25-35 milligrams per liter to between 3 and 8 milligrams per liter, putting our plant performance in compliance with discharge regulations for a BNR-type facility per NDEP standards.



GENERAL IMPROVEMENT DISTRICT
976
Cove, NV 89448
588-2571

RECEIVED
MAY 19 2022
By:

CUSTOMER NUMBER	TOTAL DUE
36601	$28.40

PLEASE MAKE CHECK PAYABLE TO:
ROUND HILL GENERAL IMPROVEMENT
P.O. Box 976
Zephyr Cove, NV 89448

Douglas County Lake Tahoe Sewer Auth
P.O. Box 578
Zephyr Cove, NV 89448

DUE DATE 6/15/2022
SERVICE ADDRESS: 185 Elks Point Rd.

PLEASE RETURN THIS PORTION WITH PAYMENT

MAILING DATE	CUSTOMER NUMBER	DUE DATE	TOTAL DUE	SERVICE ADDRESS:
5/18/2022	36601	6/15/2022	$28.40	185 Elks Point Rd.

DATE	DESCRIPTION	AMOUNT
4/18/2022	Previous Balance	$383.40
5/16/2022	PAYMENT ** THANK YOU **	($383.40)
5/18/2022	WATER SALES	$28.40 ✓

36601 - THRU - 5-18-22
425.13
WATER SERVICES TO MPS - THRU 5/18/2

METER NUMBER	DATE OF SERVICE FROM	DATE OF SERVICE TO	METER READING FROM	METER READING TO	UNITS USED
61667508	4/18/2022	5/18/2022	7313	7317	4

	UNITS	GALLONS USED	DAYS	AVG. GALS./DAY
THIS PERIOD THIS YEAR:	4	4,000	30	133
THIS PERIOD LAST YEAR:	171	171,000	31	5,516

IMPORTANT MESSAGE

ENJOY THE WEATHER

13/31 days → May $12.31

The next Board Meeting will be held on June 21, 2022
at 4:30 pm at the Tahoe Douglas Fire Department

Thank you for your consistently prompt payments

ND HILL GENERAL IMPROVEMENT DISTRICT, P.O. Box 976, Zephyr Cove, NV 89448 PHONE: (775) 588-2571

DCLTSA Main Pump Station water bill, May 2022. Note Prior Year gallons used vs. current!

Meeting Date: June 15th, 2022

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

B. Consideration of the character, conduct and/or professional competence of the Authority Manager (Annual Performance Review) and renewal of employment contract for a three-year period– **for possible action**

Discussion/Report:

1. Per the terms of the Authority Manager's 2019-22 Employment Agreement, last week I submitted to each Board member a performance evaluation sheet, which lists several key criteria by which to measure my job performance over the past year. I would greatly appreciate feedback from each of you now, as you see fit.

   The scores on your review sheets will be placed into a matrix to generate an overall score, which will then be applied to the same weighted system that is used for all Authority employees to generate a potential percent salary increase.

2. As an additional item, my current three-year Employment Agreement has expired as of May 2022. It has been a great pleasure to serve the Board, the Authority employees, and the ratepayers who support this operation. I would humbly request that the Board consider renewing my Employment Agreement, under the same terms and conditions as the previous 2019-22 three-year agreement.

   I have attached a list noting several of the major projects that the Authority has completed over the last three years for your review. The list represents and reflects the dedication and drive of the entire DCLTSA staff. The work of a Manager often consists of setting the vision for an organization, but execution of that vision requires the dedicated effort and support of staff to become real. I cannot say enough good things about my staff and the support they have offered me these past three years. To them, and to the Board, I offer my sincerest thanks!

COMPLETED PROJECTS – MAY 2019-MAY 2022

1. Completed Authority-wide Cyber Security Analysis and Facility Vulnerability Assessment.
2. Upgrade fiber optic communications between the Main Pump Station and the Treatment Plant.
3. Completed the SCADA Server Virtualization Project.

4. Expedited replacement of 1,300 feet of deteriorating high-pressure Export Force Main in the Terrace View neighborhood.
5. Emergency expedited replacement of collapsing gravity sewer main within Highway 50 / Casino Core corridor.
6. In-House Return Activated Sludge Pump and Pump Controls Upgrade project.
7. In-House construction of catwalk and scaffolding in the new headworks building.
8. Conversion of the Main Pump Station sewer pumps from water-lubricated "packing-type" seals to flushless mechanical seals. This reduced our typical monthly water usage at the pump station from 170,000 – 200,000 gallons per month to 4,000 gallons per month. Historically, our monthly water bills ran between $1,400 to up to $2,000 per month. For perspective, last months water bill was $28.40.
9. Conversion of the Beach Pump Station to the same mechanical seals as stated in bullet point 8 above.
10. Completion on a plant-wide power quality assessment and vulnerability study for all plant electrical facilities.
11. In-House conversion of Primary Clarifier #2 to a hybridized Equalization Basin to balance out diurnal swings in treatment plant influent flows.
12. In-House design and construction of the Reservoir Pump Controls Upgrade project, replacing 15-year-old electronic controls at 10% of the normal cost to do the work via 3rd party contractor.
13. Success in continuing to run the DCLTSA Treatment Plant under very low flow conditions during the Caldor fire and evacuations with zero water-quality violations.
14. Elimination of "split-shift" work schedules and elimination of full-time staffing of the Treatment Plant during weekends. Monitoring of the Treatment Plant is now done with on-call personnel for a few hours each weekend day, with remote monitoring during the remainder of the weekend. A further reduction in operational and personnel costs.
15. And lastly, an accomplishment of which I will be forever proud of our staff in completing: The on-time and on-budget completion of the Treatment Plant Upgrades Project, a project which spanned three full years, represented thousands of man-hours, and was one of the largest and most complex projects undertaken since the initial construction of the Treatment Plant in 1968. Success would have been impossible were it not for the hard work and dedication of the DCLTSA staff, our design and construction team, and the critical support provided by the DCLTSA Board of Directors.

*The above enumerated projects represent a fraction of the projects undertaken by staff in the past three years, and for those not represented in the above statement, my apologies to the staff who participated in each one. Please understand, your work was and is critical to our success, it is just that the number of projects completed are far too many to list in this document!

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this 15th day of June, 2022, by and between the DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY, a municipal corporation created pursuant to the Douglas County Lake Tahoe Sewer Authority Act, hereinafter referred to as "EMPLOYER," and ROBERT A. HOPKINS, hereinafter referred to as "EMPLOYEE."

W I T N E S S E T H:

WHEREAS, EMPLOYER is a duly formed public body, corporate and politic, a municipal corporation and a qualified sewer authority organized under the Douglas County Lake Tahoe Sewer Authority Act; and

WHEREAS, EMPLOYER operates a wastewater collection system a, Wastewater Treatment Plant and Reclamation Facility at or near Round Hill, Douglas County, Nevada, an effluent export system and an Effluent Storage Facility located in Carson Valley, Nevada; and

WHEREAS, EMPLOYEE is qualified to continue in the position of Authority Manager for the benefit of EMPLOYER and its service area in the management and administration of such facilities; and

WHEREAS, EMPLOYER desires to contract with EMPLOYEE to continue to manage and administer such facilities, its appurtenances and all of its employees; and

WHEREAS, EMPLOYER and EMPLOYEE desire to enter into an Agreement with regard to the terms and provisions of such employment status;

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, receipt whereof is hereby acknowledged, the parties hereto do hereby agree as follows:

I.

SERVICES

1.1 EMPLOYER hereby engages the services of EMPLOYEE, and EMPLOYEE agrees to perform the services specified herein as a Authority Manager, as same is defined in Section 2.03 of the EMPLOYER's Ordinance 2003-1, which became effective April 30, 2003, and as such duties are further set out in the EMPLOYER Personnel Policy and Procedure

Manual last duly adopted by the EMPLOYER's Board of Trustees by Amendment dated January 21, 2005 ("Personnel Manual" herein) and as same may from time to time in the future be modified, amended, or otherwise revised.

1.2 EMPLOYEE shall perform all duties customarily performed by the EMPLOYER Manager as set forth above and as otherwise directed by EMPLOYER. EMPLOYEE shall perform such duties on a full-time basis whether during or outside of the regular work week in order to fully and satisfactorily perform his duties hereunder and shall be "on call" twenty-four (24) hours per day in such events as are unusual or emergency in nature.

1.3 Scope of Duties. The EMPLOYER Manager shall provide management and administrative services for EMPLOYER, as necessary to meet the operating needs of the EMPLOYER, including but not limited to:

a. The recruiting, hiring, discipline and discharge of all of the EMPLOYER's employees;

b. The supervision of the maintenance, care, and improvement of the Wastewater Treatment Plant and Effluent Storage Facility, described above;

c. Scheduling and conducting staff meetings;

d. Making personnel assignments;

e. Implementing policies established by EMPLOYER's Board of Trustees;

f. Instituting and monitoring programs ensuring compliance with all State of Nevada, Douglas County, U.S. Environmental Protection Agency, Tahoe Regional Planning Agency, or any other public agency having jurisdiction of the activities or undertakings of EMPLOYER;

g. Working with the staff, outside consultants and Board Members in organizing, scheduling, and attending all meetings of the Board of Trustees of EMPLOYER;

h. Insuring enforcement of all EMPLOYER rules, regulations and policies;

i. Cooperating with and seeking the advice of professionals in other disciplines in the event that the need arises;

j. Ensuring compliance with EMPLOYER's Employee Personnel Manual and cooperating with and overseeing EMPLOYER's engineering, legal, accounting and other

outside consulting firms in undertaking and completing assignments and responsibilities outlined or directed by EMPLOYER's Board of Trustees;

k. Initiating the adoption of policies and programs which will support and enhance the EMPLOYER's interests;

l. Recommending and supervising the purchase and installation of equipment and facilities, which EMPLOYEE deems necessary or advisable;

m. Performing such other duties as are customarily performed by one holding such position in other, or similar, municipal utility operations as those engaged in by EMPLOYER.

1.3 EMPLOYEE is encouraged to publish professional papers and articles, without the prior consent of EMPLOYER, provided that said activities do not interfere with his obligations hereunder.

1.4 EMPLOYEE is encouraged to perform duties for and participate in the activities of charitable, community and his professional engineering organizations, national, state and local, for no compensation, both during and outside the customary working hours, provided such activities do not in any way interfere with EMPLOYEE's obligations hereunder.

II.

TERM OF EMPLOYMENT

The service period shall commence the 23rd day of June 2022 and shall continue at the will of both EMPLOYER and EMPLOYEE until the 22nd day of June 2025, unless terminated in the manner provided for hereinbelow.

III.

STATUS OF EMPLOYEE; TERMINATION

3.1 During the term of this Agreement, either party, i.e., EMPLOYER may, or EMPLOYEE may, terminate this Agreement without cause upon giving the other ninety (90) days written notice, or sooner by mutual agreement. Upon notice of termination by EMPLOYER, provided EMPLOYEE is physically capable of providing his services as required hereunder, and has not been terminated for cause, EMPLOYEE shall receive his annual financial compensation for the next succeeding six (6) month period following the termination of this Agreement. If this Agreement terminates on other than the last day of a pay period, the compensation which EMPLOYEE would have been entitled to receive shall be prorated on a

thirty (30) day month divided by the number of days worked during the applicable pay period. The amounts payable to EMPLOYEE shall be paid on the date of termination.

3.2 In the event of a termination, EMPLOYEE shall deliver to EMPLOYER all records, files, credit cards, communication devices, documents and other property of EMPLOYER under the control of EMPLOYEE as a result of the performance of his duties pursuant to this Agreement.

3.3 EMPLOYEE shall serve "at-will," or at the pleasure of EMPLOYER, in his Unclassified status, as defined in the aforesaid Personnel Manual and this Agreement at end of Term provided for in Section II, may be extended on a year to year basis upon the written consent of the parties.

3.4 EMPLOYER may terminate EMPLOYEE=s employment at any time for cause, which is defined to mean any of the following, as determined by the EMPLOYER in its reasonable judgment: (i) the commission by EMPLOYEE of any felony (or any crime involving moral turpitude); (ii) theft, conversion, embezzlement or misappropriation by EMPLOYEE of funds or other assets of EMPLOYER or any other act of fraud or dishonesty with respect to the Company (including acceptance of any bribes or kickbacks); (iii) intentional, or unlawful misconduct by EMPLOYEE which causes harm to the EMPLOYER or exposes the EMPLOYER to a substantial risk of harm; (iv) the violation by EMPLOYER of any law regarding employment discrimination or sexual harassment. In the event EMPLOYEE is terminated for cause, EMPLOYEE shall not be entitled to any additional financial compensation as provided for in Section 3.1 above.

IV.

FINANCIAL COMPENSATION

4.1 EMPLOYER shall pay to EMPLOYEE for the services rendered pursuant to this Agreement during the first year of this Agreement the sum of One Hundred Ninety-Five Thousand, Four Hundred and No/100 Dollars ($195,400.00) payable bi-weekly as financial compensation.

4.2 In succeeding years such financial compensation shall be reviewed by EMPLOYER and EMPLOYEE not less frequent than annually.

Such review shall consider the following factors, among others: job performance, plant and facilities performance, cost of living adjustments and all other relevant factors. Nothing herein shall be construed to require an annual increase in such salary or benefits.

V.

BENEFITS

5.1 EMPLOYEE shall receive all medical, health and life insurance benefits and be entitled to all annual and sick leave as is available to other employees of EMPLOYER, and as is more fully set forth in the Personnel Manual referred to hereinabove.

However, accrued sick and annual leave and payment for such time accrued shall not be paid, in the event of termination as provided for in Article III hereinabove. Nor shall so-called "Comp Time" be earned for overtime hours worked.

5.2 EMPLOYEE shall receive continuing professional education as shall from time to time be agreed upon by EMPLOYER and EMPLOYEE but shall not be charged against his sick or vacation/leave time.

5.3 EMPLOYER shall also furnish EMPLOYEE an EMPLOYER-Owned vehicle suitable for the discharge of his duties hereunder. All costs of acquisition, maintenance, insurance and operation thereof shall be borne by EMPLOYER.

5.4 EMPLOYER shall be responsible for the payment of fees and all related costs for any continuing education courses/seminars which EMPLOYER may from time to time specifically require EMPLOYEE to attend and which EMPLOYEE does attend.

5.5 Upon retirement through the Nevada State Retirement System, severance pay provided for in Article III above shall not be paid. However, accrued annual vacation and sick leave shall be paid as provided for in the aforesaid Personnel Manual.

VI.

RECORDS, NONDISCLOSURE OF INFORMATION, AND USE OF PROPERTY

6.1 EMPLOYEE shall maintain an accurate and complete file of all business and professional records in accordance with the scope of his duties, applicable law and EMPLOYER's rules and regulations. The EMPLOYEE understands and acknowledges that the possession and right to control all such records shall remain with EMPLOYER, provided that EMPLOYEE shall have the right to make work copies of such business and professional records for the convenience of travel and attendance at off-site meetings.

6.2 EMPLOYEE further agrees that he will not at any time whether during or subsequent to the term of this Agreement, in any way, directly or indirectly, use or divulge, disclose, or communicate to any person or entity any information of any kind concerning any matters affecting or relating to the discharge of his duties for EMPLOYER, including but not limited to matters relating to personnel matters, sensitive, practical or political or other information which is deemed confidential in nature, without the prior written specific consent of EMPLOYER. EMPLOYEE agrees that all such information is, and shall always be, confidential and the property of EMPLOYER.

6.3 On termination of this Agreement, all of the above described information set forth in paragraph 6.2 above, in the possession of, or under the control of, the EMPLOYEE shall be returned to EMPLOYER, together with all vehicles, communications and computer equipment (specifically including all hardware and software), files, records, equipment, supplies and other property or assets of EMPLOYER, in the manner contemplated in paragraph 3.2 above.

VII.

DISABILITY OF EMPLOYEE

If EMPLOYEE becomes totally or partially disabled while this Employment Agreement is in effect, he shall be entitled to such coverage and benefits as are available to other employees under the aforesaid Personnel Manual or the applicable coverage offered by the State of Nevada Industrial Insurance System, as the case may be.

VIII.

LIMITATIONS OF AUTHORITY

8.1 EMPLOYEE shall not, without the written consent of EMPLOYER, have the authority to do any of the following:

(a) Pledge the credit of EMPLOYER or of any of its employees.

(b) Bind EMPLOYER under any contract, note, mortgage, deed of trust or other legal transaction except as specifically authorized in the discharge of his duties as set forth in Article I and hereinabove.

(c) Release or discharge any debt or claim due EMPLOYER unless EMPLOYER has received the full amount thereof.

(d) Sell, mortgage, transfer, or otherwise dispose of or encumber any assets of EMPLOYER, except in the ordinary course of employment.

(e) While no limit shall exist on his check signing authority, all checks, with the exception of payroll checks, must be reviewed and approved by a member of EMPLOYER's Board of Trustees.

8.2 The restrictions stated above shall not be construed to restrict the authority of EMPLOYEE to perform any acts which he may be authorized to perform on behalf of EMPLOYER. The limitations on the authority of EMPLOYEE as a representative of EMPLOYER are contained in the aforesaid Ordinance and Personnel Manual or by the directives of the EMPLOYER Board of Trustees as same may be modified or amended from time to time.

IX.

SUPPLIES AND EQUIPMENT

EMPLOYER shall provide to EMPLOYEE sufficient equipment, supplies, professional subscriptions and publications and personnel as set forth hereinabove to assist EMPLOYEE in the performance of his duties set forth in Article I and elsewhere hereinabove, as necessary to meet the operating needs of EMPLOYER aforesaid.

X.

NOTICES

All notices, requests, demands and other communications hereunder shall be deemed to have been duly given if set forth in writing, deposited in the U.S. Mail, certified mail, return receipt requested, postage prepaid, as follows:

EMPLOYEE: ROBERT A. HOPKINS

Carson City, NV

EMPLOYER: DOUGLAS COUNTY LAKE
TAHOE SEWER AUTHORITY
P.O. Box 578
Stateline, NV 89448

with a copy to: JAMES R. CAVILIA, ESQ.
ALLISON, MacKENZIE LTD.
402 North Division Street
Carson City, NV 89703

The addresses as set forth herein may be changed by notices duly mailed in compliance with the terms of this paragraph.

XI.

MISCELLANEOUS

11.1 Binding Effect: This Agreement shall inure to the benefit of and be binding upon the heirs, administrators and successors and assigns of each of the parties hereto.

11.2 Modification of Agreement: Neither this Agreement nor any terms or provisions hereunder may be changed, waived, discharged or terminated orally, but rather only by an instrument in writing referencing this document duly signed by both parties hereto.

11.2 Attorneys' Fees: If either party brings any action or proceeding to enforce, protect, or establish any right or remedy under this Employment Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees and costs, including the fees and expenses of the arbitrators in any arbitration proceeding. The arbitrators shall include an award of attorneys' fees and costs in their decision.

11.3 Invalid Provision: The invalidity or unenforceability of a particular provision of this Employment Agreement shall not affect the other provisions of this Agreement, and the Agreement shall be construed in all respects as if the invalid or unenforceable provision were omitted.

11.4 Counsel: Each of the undersigned Parties warrants that they have been afforded the opportunity to be represented by competent counsel with respect to this Agreement and all matters covered by it; that each of the Parties hereto declares and represents that this Agreement is signed and executed voluntarily, in good faith and is a fair and equitable settlement. This Agreement contains the entire agreement between the Parties with regard to its subject matter and the terms of this Agreement are contractual and not a mere recital, and may not be modified, varied, or explained except by mutual written agreement of the Parties.

11.5 Entire Agreement and Amendment: This Employment Agreement contains the entire agreement between EMPLOYER and EMPLOYEE on the matters covered and may be amended or modified only by a written agreement signed by EMPLOYER and EMPLOYEE.

11.6 Applicable Law: This Employment Agreement shall be governed and construed in accordance with the laws of the State of Nevada in effect from time to time.

11.7 Gender and Number: As used in this Employment Agreement, the masculine, feminine, or neuter gender, and the singular or plural number, shall each be considered to include the others whenever the context so indicates.

11.8 Captions: The captions of this Employment Agreement shall have no effect on its interpretations.

IN WITNESS WHEREOF, the parties have hereunder set their hands the day and year first above written.

EMPLOYER:

DOUGLAS COUNTY LAKE
TAHOE SEWER AUTHORITY

By: _____
Rick Gardner, President

By: _____
Darya Vogt, Secretary

EMPLOYEE:

_____
Robert A. Hopkins

4894-0269-8531, v. 1

R|O|Anderson

June 13, 2022

Via Email

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

Authority Engineer's Monthly Report – June 2022

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 May 18, 2022. 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 engineering-related assignments on an as-requested basis. A summary of the services provided this month follows.

2021 Mechanical Building Re-roof Project: After considering all the factors related to this work, earlier this month DCLTSA exercised its right, as Owner, to cancel the current contract. This was deemed the best approach for the Authority after the contractor was unable to commence work within the prescribed amount of time allowed under the contract documents. We are working with Mr. Hopkins and Ms. East-Janicki to re-bid the work with the goal, subject to material availability, of having the re-roofing of the exiting building complete by the mid-October.

Tahoe South Events Center: During the period, through the efforts of Authority staff while working to obtain CCTV data for the existing collection system, it was discovered that a portion of the repair made by the Events Center's contractor had failed. We provided that documentation to representatives of the Events Center and they are working to schedule the needed repairs to rectify the current condition of the pipe.

Additionally, last week we received the NDOT encroachment permit drawings and application for review. We are working to complete our review

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

this week. Once confirmed, Mr. Hopkins as the Manager of the Authority will sign the application and professional representatives of the Events Center will then be responsible to work with NDOT to obtain the requisite permits.

Edgewood Villas: We attended the pre-construction conference for the tie-in from Villas/Cabins to the existing interceptor was scheduled and attended by all parties. It is my understanding that this work will commence upon receipt of the necessary materials including components.

I will be attending the Board meeting virtually due to an unavoidable conflict but 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. Thank you for your continued confidence and the opportunity to provide these services.

Yours faithfully,

R.O. ANDERSON ENGINEERING, INC.

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

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

CONTROLLER'S GENERAL STATUS REPORT

June 15, 2022

- At the end of March, operating expenses were a little more than 9% under budget.

- As we come to the end of this fiscal year, out of more than 800 properties, only 5 are more than 3 quarters past due. We have existing liens on 3 properties and I will be filing liens on the other 2 on Friday. Our accounts receivable balance is negative, as more people have paid ahead than owe us money.

- **Fiscal Year 2021-2022 Budget Augmentation**

    - I have attached a Budget to Actual expense forecast and two budget forms, Schedules F-1, and F-2 for your review. At this time of year, it is necessary to augment the budget to shift expenses between line items to ensure we don't finish the fiscal year more than 10% over any line item, or of course the bottom line total of operating expenses. The auditors and Department of Taxation monitor this closely.

    - This year, through April, as reported a minute ago, we are 9% under budget, but to keep within the 10% guidelines, I have shifted money between line items for each operating expense category.

    - On Schedule F-19, it was possible to drastically reduce the salaries and benefits category not only due to reduced staffing but also due to the results of the two actuarial reports done every year for PERS and Other Post-

Employment Retirement benefits. They both came in considerably lower than expected. That enabled me to shift enough money to the other categories to keep us safely within the guidelines.

- The one area (Repairs and Maintenance) that I actually added expenses that hadn't been considered at budget time was for the collection line camera assessment. I added $40,000 to cover the work being done currently and up to June 30.
- This shifting of dollars between categories does not add to the total overall operating expenses.
- Schedule F-2 is the Cash Flow Statement and the highlighted changes represent the changes on Form F-1.
- Because we are an Enterprise Fund, this process is fairly informal, only needing to be approved at Board level and reported to the Department of Taxation with the next Quarterly Economic Survey.
- If there are no questions, I would ask that the Board adopt the Augmented Budget as presented.

- **Investment Report**

The only change to investment accounts since the last Board meeting has been the addition of interest. The investment balance still stands at a little more than $12.8 million. Except for $735,000 which is invested in CD's, the rest of it is 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 Treasurer to sign them and return them to me for our records.

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

APRIL 2021-2022 BUDGET VS. ACTUAL

	APRIL	Budgeted	Variance	Comments
Salaries	$ 971,684.78	$ 1,066,279.17	$ 94,594.39	
OT/Callback	$ 26,001.32	$ 15,994.17	$ (10,007.15)	Short staffed
Holiday	$ 10,860.71	$ 13,172.50	$ 2,311.79	10 Holidays of 11
NTD	$ -	$ -	$ -	
Longevity	$ 4,270.00	$ 4,270.00	$ -	
Stand-By Pay	$ 13,101.99	$ 13,303.33	$ 201.34	
Health Insurance	$ 248,481.89	$ 260,628.33	$ 12,146.44	
State Retirement (PERS)	$ 276,970.62	$ 322,238.33	$ 45,267.71	
SIIS (Workers Comp)	$ 15,597.00	$ 39,864.17	$ 24,267.17	Smaller Increase than Expected
Medicare Tax	$ 15,888.39	$ 16,128.33	$ 239.94	
Unemployment Insurance	$ 45.00	$ 19,933.33	$ 19,888.33	Annual EMRB Fee
Contract Svcs	$ -	$ -	$ -	
OPEB Expense	$ 24,050.93	$ 41,666.67	$ 17,615.73	Estimate
Salaries/Benefits	**$ 1,606,952.63**	**$ 1,813,478.33**	**$ 206,525.70**	
Electric Power	$ 198,275.56	$ 192,291.67	$ (5,983.89)	
Electric Power - BPS	$ 12,724.17	$ 9,166.67	$ (3,557.50)	
Electric Power - MPS	$ 52,929.77	$ 45,416.67	$ (7,513.10)	

APRIL 2021-2022 BUDGET VS. ACTUAL

	APRIL	Budgeted	Variance	Comments
Natural Gas	$ 8,839.38	$ 8,333.33	$ (506.05)	Will fall in line with warmer May & June
Natural Gas - BPS	$ 1,239.79	$ 750.00	$ (489.79)	"
Natural Gas - MPS	$ 300.51	$ 304.17	$ 3.66	
Water	$ 10,175.78	$ 10,333.33	$ 157.55	
Water - BPS	$ 3,251.71	$ 2,500.00	$ (751.71)	Under-budgeted
Water - MPS	$ 14,397.92	$ 8,416.67	$ (5,981.25)	"
Solid Waste Removal	$ 5,013.04	$ 3,879.17	$ (1,133.87)	More grit and rags w/new process
Utilities	**$ 307,147.63**	**$ 281,391.67**	**$ (25,755.96)**	
Chemicals	$ 66,421.17	$ 55,833.33	$ (10,587.84)	Extra chemicals for process change
Lab Supplies	$ 4,339.55	$ 2,291.67	$ (2,047.88)	Extra tests for process change
Supplies	$ -	$ -	$ -	
Chemicals/Supplies	**$ 70,760.72**	**$ 58,125.00**	**$ (12,635.72)**	
Legal Services	$ 21,758.50	$ 33,333.33	$ 11,574.83	
Accounting	$ 54,771.82	$ 46,125.00	$ (8,646.82)	Audit fees will smooth by year end
Legal/Accounting	**$ 76,530.32**	**$ 79,458.33**	**$ 2,928.01**	

APRIL 2021-2022 BUDGET VS. ACTUAL

	APRIL	Budgeted	Variance	Comments
Engineering	$ 49,176.50	$ 50,000.00	$ 823.50	
Engineering - BPS	$ -	$ -	$ -	
Engineering - MPS	$ -	$ -	$ -	
Engineering - In-District	$ -	$ -	$ -	
Consulting	$ 13,600.00	$ 28,333.33	$ 14,733.33	
Engineering/Consulting	**$ 62,776.50**	**$ 78,333.33**	**$ 15,556.83**	
Maintenance Export Line	$ 2,419.70	$ 16,250.00	$ 13,830.30	
Maintenance Collection System	$ 52,500.00	$ 58,750.00	$ 6,250.00	
Repairs Collection System	$ -	$ 1,250.00	$ 1,250.00	
Computer Maintenance/Supplies	$ 519.97	$ 4,166.67	$ 3,646.70	
Annual Software Licenses	$ 17,309.96	$ 20,416.67	$ 3,106.71	
SCADA Support	$ 22,027.60	$ 15,000.00	$ (7,027.60)	Modification to daily flow log
Repairs - Vehicles	$ 6,629.45	$ 8,375.00	$ 1,745.55	
Repairs - Mechanical	$ 30,392.25	$ 37,500.00	$ 7,107.75	
Repairs - Mechanical BPS	$ 2,102.70	$ 5,833.33	$ 3,730.63	
Repairs - Mechanical MPS	$ 354.07	$ 9,166.67	$ 8,812.60	
Emergency Repairs	$ -	$ -	$ -	

APRIL 2021-2022 BUDGET VS. ACTUAL

	APRIL	Budgeted	Variance	Comments
Repairs Bldg & Grounds	$ 3,212.90	$ 6,500.00	$ 3,287.10	
Repairs Bldg & Grounds - BPS	$ -	$ 833.33	$ 833.33	
Repairs Bldg & Grounds - MPS	$ -	$ -	$ -	
Repairs Heating	$ -	$ 687.50	$ 687.50	
Repairs Heating	$ -	$ 833.33	$ 833.33	
Repairs Heating	$ -	$ -	$ -	
Repairs Electrical	$ 4,944.06	$ 1,395.83	$ (3,548.23)	Upgrade project related works
Repairs Electrical	$ -	$ 833.33	$ 833.33	
Repairs Electrical	$ -	$ 416.67	$ 416.67	
Repairs Instruments	$ 8,766.00	$ 8,333.33	$ (432.67)	Smart Cover Annual Agreement
Equipment Rental	$ 1,772.18	$ 2,500.00	$ 727.82	
Maintenance Supplies	$ 10,681.88	$ 4,250.00	$ (6,431.88)	Cost of hardware material skyrocketed
Safety Equipment	$ 8,187.77	$ 6,666.67	$ (1,521.10)	
Odor Control System Maintenance	$ 54.92	$ 15,833.33	$ 15,778.41	
Repairs/Maintenance	**$ 171,875.41**	**$ 225,791.67**	**$ 53,916.26**	
Casualty Insurance	$ 72,866.90	$ 84,000.00	$ 11,133.10	Smaller Increase than expected
Pollution Liability Insurance	$ -	$ -	$ -	
Insurance	**$ 72,866.90**	**$ 84,000.00**	**$ 11,133.10**	

APRIL 2021-2022 BUDGET VS. ACTUAL

	APRIL	Budgeted	Variance	Comments
Telephone	$ 16,755.54	$ 17,083.33	$ 327.79	
Telephone	$ 343.21	$ 958.33	$ 615.12	
Telephone	$ -	$ -	$ -	
Small Tools & Equipment	$ 8,372.53	$ 6,687.50	$ (1,685.03)	In-House Projects
Laundry and Linen	$ 2,300.57	$ 2,916.67	$ 616.10	
Forest Svc. Fee	$ 1,234.32	$ 500.00	$ (734.32)	3 year fee
Training, Dues & Subscriptions	$ 1,867.00	$ 4,166.67	$ 2,299.67	
Office Expenses	$ 6,628.37	$ 10,000.00	$ 3,371.63	
Travel	$ -	$ -	$ -	
Sample Testing	$ 47,891.30	$ 38,104.17	$ (9,787.13)	More testing for new process
Operating Lease	$ -	$ -	$ -	
Biosolids Disposal	$ 42,395.23	$ 47,208.33	$ 4,813.10	
Underground Service Alert	$ 397.26	$ 416.67	$ 19.41	Ann. Membership Fee
Permit Fees	$ 9,579.92	$ 11,041.67	$ 1,461.75	Most Paid at Beginning of Year
Misc Exp and Bank Fees	$ 7,261.13	$ 8,916.67	$ 1,655.54	
Other Operating Expenses	**$ 145,026.38**	**$ 148,000.00**	**$ 2,973.62**	

APRIL 2021-2022 BUDGET VS. ACTUAL

	APRIL	Budgeted	Variance	Comments
Fuels and Lubricants	$ 20,517.61	$ 19,050.00	$ (1,467.61)	Increased gas prices
Fuels & Lubricants	**$ 20,517.61**	**$ 19,050.00**	**$ (1,467.61)**	
Total Operating Expenses Thru APRIL	**$ 2,534,454.10**	**$ 2,787,628.33**	**$ 253,174.23**	
			9.08%	

6/10/2022

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
-WASTEWATER RECLAMATION PLANT-

BUDGET -VS- ACTUAL (AUGMENTATION)

ACCOUNT NUMBER	DESCRIPTION	2020-2021 BUDGET	EXPENSES THRU 83.33% - APRIL	ADJUST TO BUDGET	ADJUSTED BUDGET 20/21	% ADJ EXPENDED	PROPOSED BUDGET 20/21	COMMENTS		% +/-
SALARIES & BENEFITS										
401.11	BASE SALARIES	1,279,535	971,685	-35,000	1,244,535	78.1%	1,244,535		$	(35,000)
403/404.11	OVERTIME	19,193	26,001	15,000	34,193	76.0%	34,193		$	15,000
405.11	HOLIDAY	15,807	10,861	-3,000	12,807	84.8%	12,807		$	(3,000)
407.11	NTD	0			0	0.0%	0			
408.11	STAND-BY PAY	15,964	13,102	1,000	16,964	77.2%	16,964		$	1,000
409.11	LONGEVITY	4,285	4,270		4,285	99.6%	4,285		$	-
413.11	HEALTH INSURANCE	312,754	248,482		312,754	79.4%	312,754		$	-
415.11	STATE RETIREMENT	386,686	276,971	-69,400	317,286	87.3%	317,286	PERS Actuarial Report = Expense negative	$	(69,400)
416.11	OPEB EXPENSE	50,000	24,050	-15,000	35,000	68.7%	35,000	Decreased OPEB per Actuarial Report	$	(15,000)
417.11	SIIS	47,837	15,597	-10,000	37,837	41.2%	37,837		$	(10,000)
418.11	MEDICARE TAX	19,354	15,888		19,354	82.1%	19,354		$	-
419.11	UNEMPLOYMENT INS	23,920	45	-15,000	8,920	0.0%	8,920		$	(15,000)
496.11	CONTRACT SVCS.	0	0		0	0.0%				
TOTAL SALARIES & BENEFITS		2,175,335	1,606,952	-131,400	2,043,935	78.6%	2,043,935			-6.04%
POWER & UTILTIES										
421.11/421.14	ELECTRIC POWER - PLANT/EFS	230,750	198,276	10,000	240,750	82%	240,750			
421.12	ELECTRIC POWER - BPS	11,000	12,724	5,000	16,000	80%	16,000			
421.13	ELECTRIC POWER - MPS	54,500	52,930	15,000	69,500	76%	69,500			
421.14	INCLUDED W/421.11									
	TOTAL ELECTRIC POWER	296,250	263,930	30,000	326,250	81%	326,250			
423.11	NATURAL GAS - PLANT	10,000	8,839	1,500	11,500	77%	11,500			
423.12	NATURAL GAS - BPS	900	1,240	750	1,650	75%	1,650			
423.13	NATURAL GAS - MPS	365	301		365	82%	365			
	TOTAL NATURAL GAS	11,265	10,380	2,250	13,515	77%	13,515			

6/10/2022

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
-WASTEWATER RECLAMATION PLANT-

BUDGET -VS- ACTUAL (AUGMENTATION)

ACCOUNT NUMBER	DESCRIPTION	2020-2021 BUDGET	EXPENSES THRU 83.33% - APRIL	ADJUST TO BUDGET	ADJUSTED BUDGET 20/21	% ADJ EXPENDED	PROPOSED BUDGET 20/21	COMMENTS	% +/-
SALARIES & BENEFITS									
425.11	WATER - PLANT	12,400	10,176	1,000	13,400	76%	13,400		
425.12	WATER - BPS	3,000	3,252	1,000	4,000	81%	4,000		
425.13	WATER - MPS	10,100	14,398	7,500	17,600	82%	17,600		
	TOTAL WATER	25,500	27,826	9,500	35,000	80%	35,000		37.25%
483.11	SOLID WASTE REMOVAL	4,655	5,013	1,500	6,155	81%	6,155		
TOTAL POWER & UTILITIES		337,670	307,149	43,250	380,920	81%	380,920		12.81%
REPAIRS & MAINTENANCE									
430.11	MAINT. - EXPORT LINE	19,500	2,420	-5,000	14,500	17%	14,500		
430.19	MAINT. - COLLEC. SYSTEM	70,500	52,500	40,000	110,500	48%	110,500	Camera Inspections Expedited	
431.19	REPAIR - COLLEC. SYSTEM	1,500	0		1,500	0%	1,500		
431/432.11	MAINT/REPAIR - COMPUTERS	5,000	520	-2,000	3,000	17%	3,000		
434.11	SCADA SUPPORT	18,000	22,028	5,500	23,500	94%	23,500		
436.11	REPAIR - TRUCK & AUTO	10,050	6,629		10,050	66%	10,050		
	TOTAL MAINTENANCE	124,550	84,097	38,500	163,050	52%	163,050		
440.11	REPAIR MECHANICAL - PLT/ESF	45,000	30,393	10,000	55,000	55%	55,000		
440.12	REPAIR MECHANICAL - BPS	7,000	2,103		7,000	30%	7,000		
440.13	REPAIR MECHANICAL - MPS	11,000	354	-2,000	9,000	4%	9,000		
440.14	INCLUDED W/440.11								
	TOTAL REPAIRS MECHANICAL	63,000	32,850	8,000	71,000	46%	71,000		

6/10/2022

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
-WASTEWATER RECLAMATION PLANT-

BUDGET -VS- ACTUAL (AUGMENTATION)

ACCOUNT NUMBER	DESCRIPTION	2020-2021 BUDGET	EXPENSES THRU 83.33% - APRIL	ADJUST TO BUDGET	ADJUSTED BUDGET 20/21	% ADJ EXPENDED	PROPOSED BUDGET 20/21	COMMENTS	% +/-
SALARIES & BENEFITS									
441.11	REPAIR BLDGS & GRND PLNT/ESF	7,800	3,213		7,800	41%	7,800		
441.12	REPAIR BLDGS & GRND BPS	1,000	0		1,000	0%	1,000		
441.13	REPAIR BLDGS & GRND MPS	0	0		0	0%	0		
441.14	INCLUDED W/441.11								
	TOTAL REPAIR BLDGS & GRND	8,800	3,213	0	8,800	37%	8,800		
442.11	REPAIR HEATING EQP PLNT/ESF	825	0		825	0%	825		
442.12	REPAIR HEATING EQP BPS	1,000	0		1,000	0%	1,000		
442.13	REPAIR HEATING EQP MPS	0	0		0	0%	0		
442.14	INCLUDED W/442.11								
	TOTAL REPAIR HEATING EQP	1,825	0	0	1,825	0%	1,825		
443.11	REPAIR ELECTRICAL PLANT/ESF	1,675	4,944	5,000	6,675	74%	6,675		
443.12	REPAIR ELECTRICAL BPS	1,000	0		1,000	0%	1,000		
443.13	REPAIR ELECTRICAL MPS	500	0		500	0%	500		
443.14	INCLUDED W/443.11								
	TOTAL ELECTRICAL REPAIR	3,175	4,944	5,000	8,175	60%	8,175		
REPAIRS AND MAINTENANCE (CONTINUED)									
444.11	REPAIR INST & METER PLNT/ESF	10,000	8,766		10,000	88%	10,000		
444.12	REPAIR INST & METER BPS	0	0		0	0%	0		
444.13	REPAIR INST & METER MPS	0	0		0	0%	0		
444.14	INCLUDED W/444.11								
	TOTAL REPAIR INST & METER	10,000	8,766		10,000	88%	10,000		
445.13	REPAIR	0			0	0%			
445.14	ACCOUNTS	0			0	0%			
	TOTAL REPAIRS EMERGENCY	0	0	0	0	0%	0		

6/10/2022

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
-WASTEWATER RECLAMATION PLANT-

BUDGET -VS- ACTUAL (AUGMENTATION)

ACCOUNT NUMBER	DESCRIPTION	2020-2021 BUDGET	EXPENSES THRU 83.33% - APRIL	ADJUST TO BUDGET	ADJUSTED BUDGET 20/21	% ADJ EXPENDED	PROPOSED BUDGET 20/21	COMMENTS	% +/-
SALARIES & BENEFITS									
447.11	EQUIPMENT RENTAL	3,000	1,772		3,000	59%	3,000		
449.11	MAINT/MECH SUPPLIES	5,100	10,682	8,000	13,100	82%	13,100		
487.11	SAFETY EQUIPMENT	8,000	8,188	2,000	10,000	82%	10,000		
		0			0	0%			
	TOTAL SUPPLIES	16,100	20,642	10,000	26,100	79%	26,100		
TOTAL REPAIR, MAINTENANCE & SUPPLIES		227,450	154,512	61,500	288,950	53%	288,950		27%
ENGINEERING & CONSULTING									
450.11	ENGINEERING PLANT/ESF	60,000	49,177	5,000	65,000	76%	65,000		
450.12	ENGINEERING BPS	0	0		0	0%	0		
450.13	ENGINEERING MPS	0	0		0	0%	0		
450.14	INCLUDED W/450.11	0	0		0	0%	0		
450.19	ENGINEERING ID	0	0		0	0%	0		
	TOTAL ENGINEERS	60,000	49,177	5,000	65,000	76%	65,000		
458.11	CONSULTING	34,000	13,600	-10,000	24,000	57%	24,000		
TOTAL ENGINEERING & CONSULTING		94,000	62,777	-5,000	89,000	71%	89,000		-5.32%
LEGAL & ACCOUNTING									
460.11	LEGAL - PLANT	40,000	21,759	10,000	50,000	44%	50,000		
460.19	LEGAL - IN DISTRICT	0	0		0	0%	0		
462.11	ACCOUNTING	55,350	54,772	10,000	65,350	84%	65,350		
TOTAL LEGAL & ACCOUNTING		95,350	76,531	20,000	115,350	66%	115,350		21%

6/10/2022

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
-WASTEWATER RECLAMATION PLANT-

BUDGET -VS- ACTUAL (AUGMENTATION)

ACCOUNT NUMBER	DESCRIPTION	2020-2021 BUDGET	EXPENSES THRU 83.33% - APRIL	ADJUST TO BUDGET	ADJUSTED BUDGET 20/21	% ADJ EXPENDED	PROPOSED BUDGET 20/21	COMMENTS	% +/-
SALARIES & BENEFITS									
CHEMICALS & SUPPLIES									
433.11	SUPPLIES	0	0		0	0%	0		
470.11	CHEMICALS	67,000	66,421	15,000	82,000	81%	82,000		
470.12	CHEMICALS	0	0		0	0%	0		
470.13	CHEMICALS	0	0		0	0%	0		
471.11	LABORATORY SUPPLIES	2,750	4,340	5,000	7,750	56%	7,750	Running add'l daily QC tests	5,000
TOTAL CHEMICALS & SUPPLIES		69,750	70,761	20,000	89,750	79%	89,750		28.7%
FUELS & LUBRICANTS									
476.11	FUELS & LUBRICANTS PLANT	22,860	20,518	10,000	32,860	62%	32,860	Expected gas price increases	10,000
476.12	FUELS & LUBRICANTS BPS	0	0		0	0%	0		
476.13	FUELS & LUBRICANTS MPS	0	0		0	0%	0		
TOTAL FUELS & LUBRICANTS		22,860	20,518	10,000	32,860	62%	32,860		43.7%
INSURANCE & OTHER									
427.11	TELEPHONE PLANT	20,500	16,756		20,500	82%	20,500		0
427.12	TELEPHONE BPS	1,150	343	-500	650	53%	650		-500
427.13	TELEPHONE MPS	0	0		0	#DIV/0!	0		0
427.14	INCLUDED W/427.11	0	0				0		0
435.11	SMALL TOOLS & EQUIPMENT	8,025	8,373	5,000	13,025	64%	13,025		5,000
466.11	CASUALITY INSURANCE	100,800	72,867	-10,000	90,800	80%	90,800		-10,000
467.11	PUB. OFFICIAL/EMP. BOND	0	0		0	0%	0		0
467.19	PUB. OFFICIAL BOND	0	0		0	0%	0		0
468.11	POLLUTION LIABILITY	0	0		0	0%	0		0
479.19	OFFICERS FEES	0	0		0	0%	0		0
480.19					0	0%	0		0
433.11	ANNUAL SOFTWARE LICENSES	24,500	17,310		24,500	71%	24,500		0
482.11	LAUNDRY & LINEN	3,500	2,301	-1,000	2,500	92%	2,500		

6/10/2022

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
-WASTEWATER RECLAMATION PLANT-

BUDGET -VS- ACTUAL (AUGMENTATION)

ACCOUNT NUMBER	DESCRIPTION	2020-2021 BUDGET	EXPENSES THRU 83.33% - APRIL	ADJUST TO BUDGET	ADJUSTED BUDGET 20/21	% ADJ EXPENDED	PROPOSED BUDGET 20/21	COMMENTS	% +/-
SALARIES & BENEFITS									
INSURANCE AND OTHER (CONTINUED)									
484.11	FOREST SERVICE FEE	0	0		0	0%	0		0
484.12	FOREST SERVICE FEE BPS	500	1,234	750	1,250	99%	1,250		750
485.11	TRAINING,DUES,& SUBSCRIP.	5,000	1,867		5,000	37%	5,000		0
486.11	OFFICE EXPENSE	12,000	6,628	-1,000	11,000	60%	11,000		-1,000
488.11	TRAVEL	0	0		0	0%	0		0
489.11	SLUDGE DISPOSAL	0	0		0	0%	0		0
490.11	SAMPLE TESTING	45,725	47,891	12,000	57,725	83%	57,725	Signficant testing rate increases	12,000
491.11	ODOR CONTOL SYS MAINT/PLT	19,000	55	-18,000	1,000	6%	1,000		-18,000
491.12	ODOR CONTOL SYS MAINT/BPS	0	0		0	0%	0		0
491.13	ODOR CONTOL SYS MAINT/MPS	0	0		0	0%	0		0
493.11	BIOSOLIDS DISPOSAL	56,650	42,395	-3,000	53,650	79%	53,650		-3,000
494.11	OPERATING LEASE - PLANT	0	0		0	0%	0		0
494.12	OPERATING LEASE - PLANT	0	0		0	0%	0		0
494.13	OPERATING LEASE - PLANT	0	0		0	0%	0		0
495.11	UNDERGROUND SERVICE ALERT	500	397	-100	400	99%	400		-100
496.11							0		0
497.11	PERMIT FEES	13,250	9,580	-1,500	11,750	82%	11,750		-1,500
480.11 & 499.11	BANK CHARGES/MISCELLANEOUS	10,700	7,261	-1,000	9,700	75%	9,700	Add'l Bank Charges for security enhancements	-1,000
499.12	MISCELLANEOUS BPS	0	0		0	0%	0		
499.13	MISCELLANEOUS MPS	0	0		0	0%	0		
	CONTINGENCY	0	0		0	0%	0		
TOTAL OTHER		321,800	235,258	-18,350	303,450	78%	303,450		-5.70%
TOTAL ALL EXPENSE CATEGORIES:		3,344,215	2,534,458	0	3,344,215	76%	3,344,215		0.00%
CAPITAL OUTLAY		100,000	84,442		100,000	84%	100,000		
TOTAL O & M BUDGET		3,444,215	2,618,900	0	3,444,215	76%	3,444,215		0.00%

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 FINAL APPROVED	(3) BUDGET YEAR ENDING 06/30/22 AUGMENTED APPROVED
OPERATING REVENUE				
Sewer Fees	**2,465,666**	**2,448,621**	**2,321,164**	**2,350,691**
Contracts - Other Districts	**2,361,588**	**2,745,482**	**2,985,068**	**2,955,540**
Other Fees	**182,167**	**13,000**	**13,000**	**13,000**
Total Operating Revenue	**5,009,421**	**5,207,103**	**5,319,232**	**5,319,231**
OPERATING EXPENSE				
Salaries, Benefits	**1,928,057**	**2,139,338**	**2,175,335**	**2,043,935**
Utilities	**326,478**	**345,505**	**337,670**	**380,920**
Chemicals, Supplies	**62,397**	**71,250**	**69,750**	**89,750**
Legal, Accounting	**84,423**	**99,850**	**95,350**	**115,350**
Engineering and Consulting	**125,836**	**104,000**	**94,000**	**89,000**
Repairs and Maintenance	**307,777**	**264,475**	**227,450**	**288,950**
Insurance, Other	**243,317**	**298,825**	**321,800**	**303,450**
Fuels, Lubricants	**14,368**	**20,860**	**22,860**	**32,860**
Depreciation/Amortization	**1,648,966**	**1,819,263**	**1,794,225**	**1,794,225**
Total Operating Expense	**4,741,619**	**5,163,366**	**5,138,440**	**5,138,440**
Operating Income or (Loss)	**267,802**	**43,737**	**180,792**	**180,792**
NONOPERATING REVENUES				
Interest Earned	**171,488**	**113,000**	**63,300**	**63,300**
Property Taxes	**0**	**0**	**0**	**0**
Consolidated Tax	**137,984**	**137,984**	**137,984**	**137,984**
Capacity Fees	**56,600**	**0**	**0**	**0**
Gain on Disposal of Assets	**720**	**0**	**0**	**0**
Federal Grant Funds	**0**	**0**	**0**	**0**
Total Nonoperating Revenues	**366,792**	**250,984**	**201,284**	**201,284**
NONOPERATING EXPENSES				
Interest on Bonds	**32,629**	**157,718**	**208,164**	**208,164**
Loan Acqusition Expense	**101,909**	**0**	**0**	**0**
Total Nonoperating Expenses	**134,538**	**157,718**	**208,164**	**208,164**
Net Income before Operating Transfers	**500,056**	**137,003**	**173,912**	**173,912**
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	**500,056**	**137,003**	**173,912**	**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 FINAL APPROVED	(3) BUDGET YEAR ENDING 06/30/22 AUGMENTED APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash Received From Customers	**4,922,601**	**5,207,103**	**5,319,232**	**5,319,231**
Cash Payments to Suppliers	**(1,101,221)**	**(1,204,765)**	**(1,168,880)**	**(1,300,280)**
Cash Payments to Employees	**(1,847,510)**	**(2,139,338)**	**(2,175,335)**	**(2,043,935)**
Deposits Refundable	**15,758**			
a. Net cash provided by (or used for) operating activities	**1,989,628**	**1,863,000**	**1,975,017**	**1,975,017**
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	**(1,849,030)**	**(5,400,000)**	**(4,600,194)**	**(4,600,194)**
Consolidated Taxes	**137,984**	**137,984**	**137,984**	**137,984**
Cash From Sale of Assets	**2,000**	**0**	**0**	**0**
Cash Received for Capacity Fees	**56,600**	**0**	**0**	**0**
Debt Service Interest	**(32,629)**	**(157,718)**	**(208,164)**	**(208,164)**
Debt Service Principal	**(112,376)**	**(115,899)**	**(119,533)**	**(119,533)**
Issuance of Long-Term Debt	**1,102,261**	**4,700,000**	**3,551,274**	**3,551,274**
Debt Issuance Costs	**(101,909)**	**0**	**0**	**0**
c. Net cash provided by (or used for) capital and related financing activities	**(797,099)**	**(835,633)**	**(1,238,633)**	**(1,238,633)**
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Redemption (Purchase) of Investments	**1,960,000**	**0**	**0**	**0**
Interest on Investments	**183,605**	**113,000**	**63,300**	**63,300**
Restricted Investments	**(110,563)**	**(470,000)**	**(355,121)**	**(355,121)**
d. Net cash provided by (or used in) investing activities	**2,033,042**	**(357,000)**	**(291,821)**	**(291,821)**
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	**3,225,571**	**670,367**	**444,563**	**444,563**
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	**5,544,955**	**8,770,526**	**9,440,893**	**9,440,893**
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	**8,770,526**	**9,440,893**	**9,885,456**	**9,885,456**

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: 5/18/2022 to 6/10/2022

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: WFCHK - WELLS FARGO CHECKING					**101.1000**
11041	05/24/22	P	NVPERS	PERS ADMINISTRATIVE FUND	$200.00
11042	06/01/22	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$418.32
11043	06/01/22	P	CA11	CARSON CITY CHAMBER	$275.00
11044	06/01/22	P	CA12	CARSON VALLEY OIL CO., INC.	$1,294.97
11045	06/01/22	P	BLAKE	CHARLES DAVID BLAKE	$601.98
11046	06/01/22	P	NA12	CHERYL NAFIE	$615.72
11047	06/01/22	P	CODALE	CODALE ELECTRIC SUPPLY	$3,804.43
11048	06/01/22	P	GI20	DOUGLAS GIBSON	$276.87
11049	06/01/22	P	FASTEN	FASTENAL COMPANY	$237.50
11050	06/01/22	P	FREDH	FRED HOWARD	$564.41
11051	06/01/22	P	FR01	FRONTIER	$154.36
11052	06/01/22	P	HDR01	HDR, ENGINEERING, INC.	$18,434.65
11053	06/01/22	P	HILLB	HILL BROTHERS CHEMICAL CO.	$2,398.59
11054	06/01/22	P	HOMETO	HOMETOWN HEALTH	$17,682.63
11055	06/01/22	P	SIERRA	DBA SIERRA OFFICE SOLUTIONS	$88.05
11056	06/01/22	P	BOU11	BOULDER EXTERMINATORS, INC	$150.00
11057	06/01/22	P	PA13	JAMES PADILLA	$543.48
11058	06/01/22	P	IKE01	KELVIN IKEHARA	$361.82
11059	06/01/22	P	LIBERT	LIBERTY UTILITIES	$36.43
11060	06/01/22	P	PR02	LINDE GAS & EQUIPMENT INC.	$228.60
11061	06/01/22	P	ERPORT	LLUMIN, INC.	$2,100.00
11062	06/01/22	P	AGUILA	MANNY AGUILAR	$170.10
11063	06/01/22	P	MET11	METLIFE - GROUP BENEFITS	$2,124.01
11064	06/01/22	P	MO19	MOTION INDUSTRIES, INC.	$177.71
11065	06/01/22	P	OREILL	O'REILLY AUTOMOTIVE, INC.	$66.61
11066	06/01/22	P	EA13	PAULA EAST-JANICKI	$857.24
11067	06/01/22	P	VAN1	RICK VAN HORN	$264.21
11068	06/01/22	P	RO12	ROUND HILL GENERAL IMP. DIST.	$28.40
11069	06/01/22	P	SIL4	SILVER STATE ANALYTICAL LAB	$635.00
11070	06/01/22	P	SILVER	SILVER STATE ELEVATOR CO	$750.00
11071	06/01/22	P	SO10	SOUTH TAHOE REFUSE, INC.	$457.94
11072	06/01/22	P	SO13	SOUTHWEST GAS CORP.	$1,106.47
11073	06/01/22	P	ST09	STANDARD INSURANCE COMPANY	$588.97
11074	06/01/22	P	SU13	SUMMIT PLUMBING CO., LLC	$5,150.00
11075	06/01/22	P	US12	USABLUEBOOK	$2,152.21
11076	06/01/22	P	VI12	VISION SERVICE PLAN - (AT)	$302.86
11077	06/01/22	P	WE12	Western Envir. Testing Lab	$3,222.63
11078	06/01/22	P	WE18	WESTERN NEVADA SUPPLY CO.	$111.02
				BANK WFCHK REGISTER TOTAL:	**$68,633.19**
				GRAND TOTAL :	**$68,633.19**

*** 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: 5/18/2022 - 6/15/2022

Entry #	Date	Document	Job	Account	Description	Debits	Credits	Balance
BATCH: 7739	**JOURNAL: B**		**STATUS: Posted**	**PERIOD: 2022 - 12**	**CREATED: 06/07/22 by YHJ**			
139544	06/15/22			414.1100	MAY PERS CONTRIBS	$12,526.98	$0.00	$12,526.98
139545	06/15/22			415.1100	MAY PERS CONTRIBS	$12,526.97	$0.00	$25,053.95
139546	06/15/22			101.1000	MAY PERS CONTRIBS	$0.00	$25,053.95	$0.00
					BATCH 7,739 TOTALS:	**$25,053.95**	**$25,053.95**	**$0.00**
					TOTAL OF ALL JOURNAL(S):	**$25,053.95**	**$25,053.95**	