NOTICE OF REGULAR MEETING OF

BOARD OF TRUSTEES OF

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

WEDNESDAY, OCTOBER 19, 2022

Pursuant to Chapter 241 of the Nevada Revised Statutes, the Board of Trustees of Douglas County Lake Tahoe Sewer Authority hereby notifies all interested parties that a Regular Meeting of the Board will be conducted on October 19, 2022, beginning at 9:30 a.m. in the conference room of the Wastewater Reclamation Plant, Highway 50 and Sewer Plant Road in Zephyr Cove, Douglas County, Nevada.

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

https://us06web.zoom.us/j/86874193000?pwd=Qk5iQjl6M0d6NTEzN0tKOUhrZTIrQT09

Phone Number:	**1-669-900-6833**
Meeting ID:	**868 7419 3000**
Passcode:	**091178**

Copies of this Notice are posted in the following locations:

Wastewater Reclamation Plant
Highway 50 and Sewer Plant Road
Zephyr Cove, Nevada

U.S. Post Office
Kingsbury Grade
Stateline, Nevada

Lake Village Homeowners Association
Lake Village Clubhouse
Stateline, Nevada

Douglas County Administration Building
175 Highway 50
Stateline, Nevada

The meeting shall be conducted in accordance with the following Agenda. Unless otherwise stated, items may be considered out of order at the discretion of the chairperson. Unless otherwise noted, all items shall include discussion and possible action.

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY, OCTOBER 19, 2022

Action may be taken on any agenda item unless noted "for discussion only."

Items on the agenda may be taken out of order.

Two or more agenda items may be combined for consideration.

An item may be removed from the agenda or discussion relating to an item may be delayed at any time.

Public comment will be taken on any item on this agenda on which action may be taken, before action is taken on the item.

Every meeting of the Board of Trustees will provide at least two public comment periods in compliance with the minimum requirements of the Open Meeting Law prior to adjournment. In addition, it is the Board's goal to also provide for item-specific public comment. No action may be taken on a matter raised under public comment unless the item has been specifically included on the agenda as an item upon which action may be taken. The Chair also retains discretion to limit comment to three minutes per person and only provide for the Open Meeting Law's minimum public comment.

Copies of supporting material, if any, may be requested from Paula East-Janicki by mail at P.O. Box 578, Zephyr Cove, NV 89448 or by telephone at (775) 586-8575. Copies of supporting material, if any, are also available on the Douglas County Lake Tahoe Sewer Authority website: https://www.dcltsa.org.

1. Call Meeting to Order – 9:30 a.m.

2. Swearing in of Trustees Richard Gardner, representative of Tahoe Douglas District, Jodie Nelson, representative of Kingsbury General Improvement District and Keith Fertala, representative of Round Hill General Improvement District (Oaths of Office) – **for possible action.**

3. Roll Call

4. Recognition of Others in Attendance

5. Public Comment - for discussion only

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

7. Minutes of Prior Meeting of the Board of Trustees (September 21, 2022) – **for possible action.**

8. Authority Manager's Report (Rob Hopkins)

    A. General Status Report

9. Engineer's Report

    A. General Projects Status Report.

10. Controller's Report

    A. General Status Report

    B. Investment Report

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

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

13. Final Public Comment

14. Adjournment

CERTIFICATE OF POSTING

I hereby certify that, prior to 9:00 A.M. on this date, I personally posted a copy of the foregoing Notice of Regular Meeting and Agenda of the Board of Trustees of the Douglas County Lake Tahoe Sewer Authority at the following locations:

Douglas County Lake Tahoe Sewer Authority
Wastewater Treatment Plant
Sewer Plant Road/Highway 50
Zephyr Cove, NV 89448

U.S. Post Office
Kingsbury Grade
Stateline, Nevada

Lake Village Homeowners Association
Lake Village Clubhouse
Stateline, Nevada

Douglas County Administration Building
175 Highway 50
Stateline, Nevada

DATED this 14th day of October, 2022.

_____
Print Name: Paula East-Janicki
Title: DCLTSA Controller

MINUTES OF THE REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
September 21, 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, September 21, 2022 at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

ROLL CALL:

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

RECOGNITION OF OTHERS IN ATTENDANCE:

Also present were Authority Manager Rob Hopkins, Controller Paula East-Janicki, Authority Accountant Ying Johnson, Authority Engineer, Rob Anderson, the Authority's legal counsel, Jim Cavilia, and Keith Fertala, Round Hill General Improvement District (RHGID) Trustee.

PUBLIC COMMENT:

Authority Manager Rob Hopkins, acknowledging that this was the last meeting for Trustees Vogt and Fagen, expressed his sincere gratitude for their hard work and dedication on behalf of the Authority.

Trustee Rice congratulated Authority Engineer Rob Anderson for having recently received an award as an outstanding citizen in Douglas County.

There was no further public comment.

APPROVAL OF AGENDA:

It was moved by Trustee Rice, seconded by Trustee Fagen and carried unanimously 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 that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated August 17, 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 Aeration Train #1 at the plant has been taken offline for routine inspection and maintenance during this low-flow time of the year.

Mr. Hopkins stated that the Authority's Maintenance and Operations Superintendent, Nikolai Nikolov, has recently participated in a hiring panel for an open position at South Tahoe Public Utility District (STPUD).

With regard to Phase 3 of the Tahoe Beach Club, Mr. Hopkins indicated that the plans are currently being reviewed by the Authority Engineer.

Mr. Hopkins reported that Authority staff has been working with HDR Engineering to update the plant Operations and Maintenance (O&M) manual based upon all of the recently completed plant upgrades. Mr. Hopkins added that the updated O&M manual is required by the Nevada Division of Environmental Protection (NDEP).

Mr. Hopkins indicated that Authority staff recently participated in an updated property appraisal for insurance purposes.

With regard to the closed circuit television inspection of the Authority's collection system, Mr. Hopkins stated that completion has been delayed while the company is waiting for a low-profile camera necessary to access certain portions of the sewer main.

Mr. Hopkins reported that Authority staff has been working with the Tahoe South Events Center (TSEC) contractor to plan for the bypass work required to allow for installation of the up-sized sewer mains necessary to serve the TSEC.

In preparation for the upcoming winter season, Mr. Hopkins reported that staff has begun winterizing facilities and performing inspections and maintenance with regard to snow removal equipment.

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

ATTORNEY'S REPORT

A. Status of current Agreement with Bently Family, LLC regarding the storage and disposal of effluent from Douglas County Lake Tahoe Sewer Authority.

The Authority's legal counsel, Jim Cavilia, indicated that the Authority's agreement with Bently Family LLC for the storage and disposal of effluent on Bently's agricultural property in the Carson Valley was last updated in 2016 and that discussions have begun to update the agreement which may include a reduction in the acreage upon which effluent can be disposed of. The Authority Engineer explained that there would still be more than a sufficient amount of acreage available to dispose of the Authority's effluent and that Bently would continue to be responsible for maintaining the appropriate NDEP permits and approvals.

In response to an inquiry from a trustee, Mr. Cavilia indicated that the Authority provides effluent to two agricultural users in the Carson Valley, Bently and the Park family.

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

B. Expiring terms of Douglas County Lake Tahoe Sewer Authority Trustees appointed by Kingsbury General Improvement District, Round Hill General Improvement District and Tahoe Douglas District.

Mr. Cavilia expressed his understanding that RHGID, Kingsbury General Improvement District (KGID) and Tahoe Douglas District (TDD) each recently appointed members of their board to serve on the Authority's Board of Trustees beginning October 1, 2022.

On behalf of KGID, Trustee Vogt stated that the KGID Board has appointed Jodie Nelson to fill her seat on the Board. Trustee Vogt indicated that Ms. Nelson is a Certified Public Accountant and that she was confident Ms. Nelson would be a productive member of the Board of Trustees.

On behalf of RHGID, Trustee Fagen indicated that current chairman of the RHGID Board, Keith Fertala has been appointed to fill his seat on the Board. Trustee Fagen introduced Mr. Fertala who was in attendance.

Finally with regard to TDD, Chairman Gardner indicated that he had been reappointed to the Authority Board of Trustees.

Mr. Cavilia thanked each of the Trustees for ensuring that these appointments were completed in a timely fashion.

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 20, 2022, briefly summarizing various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The September 20, 2022 correspondence is incorporated in these minutes by this reference.

With regard to the Tahoe South Events Center (TSEC), Mr. Anderson reported that the Nevada Department of Transportation (NDOT) permit was recently issued for work on the sewer connection, but that a concern has been raised with regard to the location of other underground utilities in the area. The location of some existing improvements may need to be adjusted. Mr. Anderson explained that the detailed analysis is ongoing to determine the exact location of various utilities.

Mr. Anderson indicated that a review of the improvement plans for phase 3 of the TBC has been completed and some additional work is required before the plans can be approved.

With regard to the Bently effluent re-use agreement, Mr. Anderson stated that Bently is willing to enter into an updated agreement and record a memorandum of the agreement. Mr. Anderson added that Bently would also like to remove some acreage that has not historically been utilized for effluent disposal from the agreement with the Authority.

Mr. Anderson reported that the Mechanical Building Re-Roof Project is going to be re-bid in the upcoming weeks with bidders being asked to utilize the roofing materials already on-site at the plant.

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 budget to actual spreadsheet and indicated that the Authority's operating expenses for the first month of the fiscal year were approximately 9% under budget. Ms. East-Janicki attributed the lower expenses to an employee who recently retired and has not yet been replaced. Mr. Hopkins added that because of added automation in the treatment process, schedules have been adjusted to run the plant with one less operator. Mr. Hopkins explained that the additional automation and remote monitoring capabilities have allowed the Authority to run more efficiently.

Ms. East-Janicki added that she and the Authority Accountant, Ying Johnson, have been working to provide data to the Authority's auditor, Eide Bailly, and that audit work at the office would begin in the upcoming week.

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

B. Investment Report

Ms. East-Janicki had a written summary of the Authority's investments available, stating that the Authority has approximately $13.4 million invested. Based upon CD rates beginning to rise, Ms. East-Janicki stated that she had recently acquired a one-year CD at 2.95% and that approximately $980,000 is now held in 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 RHGID Board recently met and that their audit is also beginning in the upcoming week. Trustee Fagen reported that a problem was discovered in a chlorine dose analyzer that is now being replaced. Finally, Trustee Fagen indicated that RHGID's new sewer meter was finally scheduled to be installed in the upcoming week.

Trustee Vogt reported that KGID has been dealing with a number of leaks in its water lines in recent weeks. Trustee Vogt also indicated that KGID's snow removal costs are increasing as only one bid was received for snow removal this winter. Finally, Trustee Vogt reported that she was in the process of moving to Reno and that she would miss her participation in all the good work done by the Authority and its staff.

Trustee Rice described a number of issues being considered by the Douglas County Commission, including the size of lots on which septic tanks are to be allowed and the regulation of vacation home rentals in the Tahoe Basin.

Trustee McLaughlin reported that the micro-transit program has been very successful to date, with ridership continuing to increase. So far, the Douglas County Commission has not approved the use of a portion of the transient occupancy tax for the micro-transit program. Trustee Rice expressed his frustration with not being able to get the funding approved. Trustee McLaughlin added that it has generally been a very good summer for businesses in the area. Finally, Trustee McLauglin stated that the TSEC construction was continuing within budget and that opening is now anticipated to be in July, 2023.

Chairman Gardner reported that the TDD Board's next meeting is scheduled for October.

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

PUBLIC COMMENT:

None.

ADJOURNMENT:

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

_____

APPROVED

_____

4860-6070-5318, v. 3

Meeting Date: October 19th, 2022

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report – October 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(s).

1. Aeration Train #1 has been placed in service for the winter season. Train #2 has been cleaned and inspected.

2. Replacement check valves for the Treated Effluent Export Pumps have been purchased and will be installed later this month. The new valves replace valves that are over 50 years old and are beginning to fail to seat properly. The old valves no longer had a source for replacement parts, so replacement with new valves was called for.

3. Authority staff is upgrading the roofing for the con-ex shipping container storage area behind the plant. Leaks were discovered last year, and the existing roof was sagging from snow loads. The new roof will have steel reinforced trusses to provide additional support.

4. Summit Plumbing with assistance from DCLTSA staff performed 4 sewer main "spot" repairs in Highway 50, just upstream of the Tahoe South Events Center. The work was expedited by DCLTSA to take advantage of the existing road closures being done by SNC Construction as they perform the sewer main upgrades to accommodate the new Events Center. The spot repairs will give the existing sewer line a greatly extended useful life.

5. SNC Construction has completed the sewer upsizing work on the east side of Highway 50 to accommodate the new Events Center. Construction of the upsized sewer on the west side of Highway 50 is anticipated to begin the week of October 17th. Additional detail on the progress of construction may be provided by Authority Engineer R.O. Anderson.

6. Finally, I am very pleased to announce that the Sewer Authority's Treatment Plant Upgrades Project received the Project of the Year award by the American Public Works Association (APWA), Nevada chapter. APWA as a whole, is a worldwide organization with more than 30,000 members. It supports public agencies, and professionals by being a voice and enhancing awareness for public works interests.

   The Nevada APWA Chapter awards Project of the Year Awards each year to recognize outstanding projects in various categories; for example: transportation, structures, environmental, etc. Our project was selected for the $5M-$10M, "Environmental" category. The selection is based on effective execution of stated project goals with respect to financial constraints, timeline constraints, constructability challenges, engineering challenges, etc.

   The project would not have been the tremendous success it was without the incredible dedication and high work ethic of DCLTSA staff and the entire Design and Construction team. I offer my heartfelt congratulations to all!

   Documentation related to submission of our project to the APWA for consideration of the Award is attached for reference.

1. CONSTRUCTION | Use of good construction management techniques and completion of the project on schedule



The project was a huge success primarily due to the great communication among the Authority, design engineer, construction manager, and CMAR contractor and subcontractors during construction. Routine weekly meetings, micro-coordination meetings, and overall collaboration culture were essential for fostering a healthy and inclusive environment.

Weekly project meetings were used to coordinate construction activities. The whole team attended these meetings, which included the construction manager and lead inspector, design engineer's project engineer, Authority's project manager and key operators, and CMAR contractor's project manager and superintendent.

In addition, as-needed micro-coordination meetings were conducted to resolve construction-related issues more quickly. The meetings were conducted efficiently and constructively to discuss and resolve the contractor's construction plan, questions, and concerns that occurred. All project documents are available via Procore, which is a web-based documentation management system. The trust level was high among the project team, so most issues were brought to the table and discussed openly. All team members have access to Procore, which further added to the trust level.

An environment of inclusion was promoted, which allowed every stakeholder to provide ideas and develop solutions collaboratively. A common purpose among all parties throughout the project was maintained. The team valued one another's opinions and work ethic. All team members committed to work together to accomplish work done in a timely fashion. These elements contributed to the project's high-quality completion.

It was very important for the wastewater treatment plant to remain in operation during construction of the upgrades. Several early project scheduling meetings allowed the Authority, CMAR contractor, construction manager, and design engineer to discuss the actual construction sequencing. These meetings lead to the development of three separate GMP packages to accelerate the construction. These meetings also familiarized all parties involved with the operational needs of the plant, and they aided in schedule development regarding when shutdowns could be scheduled. As a result of these meetings, the contractor was able to build a schedule that was understood by all parties.

The team's approach to ensuring schedule compliance and understanding through meetings was useful in expediting the schedule review and approval process. The meetings also brought the schedule reviewers and the contractor's scheduler together to agree on format and logic. This approach for addressing schedule compliance issues was essential to understanding the contractor's schedule, and it laid the foundation for a well-managed project.

Credits were identified during construction that included aeration basin wall crack and joint repair and contingency refund, which enabled the project to be completed under budget.

The project was successfully completed on time, December 15, 2021.



2. SAFETY | Safety performance and demonstrated awareness for a good overall safety program during construction.

The contractor submitted a rigorous safety plan for review before the project started. Elements of the plan included the requirement for a specific job safety analysis for each identified safety hazard. The safety plan was monitored during construction of the project. The project enforced Occupational Safety and Health Administration (OSHA) standard regulations (Standards - 29 CFR) Part 1926—safety and health regulations for construction—which applies to all construction practices, safety gears, safety trainings, and weekly safety meetings.

Construction of the project started February 2020, before COVID-19 impacted the entire world. The safety program was modified significantly since inception to protect the project team during construction of this essential project. Safety measures kept getting modified frequently as regulators announced the requirements. Workers exhibiting symptoms were kept at home. Masks were worn. Safe working distances were provided.

Construction of the wastewater treatment plant upgrade was completed with a perfect record of 736 days with no lost-time injuries.

3. COMMUNITY RELATIONS | Community relations as evidenced by efforts to minimize public inconvenience due to construction, safety precautions to protect lives and property, provision of observation areas, guided tours, or other means of improving relations between agency and the public.

Before the COVID-19 pandemic, the Authority did inform the public of improvement projects through in-person Board meetings and offered guided tours of the plant. Starting April 2020, board meetings were held telephonically to comply with Chapter 241 of the Nevada Revised Statutes. By September 2020, the Authority was able to offer the Board meetings via Zoom video conference technology. By May 2021, the Authority was able to provide in-person board meetings as well Zoom teleconference for the public.

On July 20, 2022, the Authority held an open house celebrating the very successful wastewater treatment plant project. Guided tours were offered for attendees. A tri-fold brochure describing key improvements were handed out to tour participants.

The aeration basin improvements made allows for nitrogen and phosphorus removal from wastewater before it is discharged into surface or ground water. As described in detailed in the next question answered, providing for biological nutrient removal improves water quality, protects fish and other aquatic life, and protects flora and fauna.







Tri-Fold Brochure for Guided Tour

4. ENVIRONMENT |

Demonstrated awareness for the need to protect the environment during the project. This includes any special considerations given to particular environmental concerns raised during the course of the project.



The Authority's wastewater treatment plant is located in Zephyr Cove, which is adjacent to Lake Tahoe, a major tourist attraction in both Nevada and California. To "Keep Tahoe Blue", all wastewater treatment plants in the Lake Tahoe area transport processed wastewater to the Carson Valley in Nevada. While this keeps any pollutant loads out of the Tahoe Basin, the Carson Valley is starting to show signs of deterioration (emphasis on nitrogen species).

The existing conventional biological processes was not designed to remove nitrogen species to the extent anticipated for the Carson Valley. Rather than waiting for regulatory limits, the Authority took it upon themselves with this project to have flexibility to remove nitrogen which it is actively implementing. Such flexibility can be a challenge for wastewater treatment plant operators because it involves major process modifications that are different from the status quo.

This built-in flexible design has successfully been implemented to remove nitrogen loads. The results thus far have exceeded expectations. Such improvements are reliably removing nitrogen loads, but also reducing solids and organics discharge loads which will collectively improve water quality, protect fish and other aquatic life, and protect flora and fauna, while meeting regulations and being good environmental stewards.

5. UNUSUAL ACCOMPLISHMENTS

| Unusual accomplishments under adverse conditions including, but not limited to age or condition of the facility, adverse weather, soil or other site conditions over which there is no control.

The existing treatment plant was constructed in the mid 1960's and the last upgrade was in the mid 1980's. Numerous unforeseen conditions were encountered during construction, but due to the collaborative spirit, most all extra work was handled in the field in a very timely manner.

The COVID-19 pandemic had a costly effect to public works projects. The Authority had the foresight to implement its wastewater treatment plant upgrade project using a Construction Manager at Risk (CMAR) project. They have never implemented an alternative delivery approach before. The Authority's decision to go with the CMAR alternative delivery approach during the COVID-19 pandemic paid off as they did not experience any supply chain issues, their prices on pre-purchased equipment were locked, and they were able to successfully complete their largest project on schedule and under budget.





6. ADDITIONAL CONSIDERATIONS |

Additional conditions deemed of importance to the public works agency, such as exceptional efforts to maintain quality control and, if value engineering is used, construction innovations as evidenced by time and/or money saving techniques developed and/or successfully utilized.

The entire project went through a formal value engineering review at the 30% design development, which resulted in thousands of dollars in savings. Since the project was broken into to three phases, each phase went through its separate value engineering workshop.

In addition to the value engineering process, the project team worked with an independent cost estimator that ran estimates to evaluate different materials and or equipment. This real time cost estimating helped in selected the best value for material and equipment selection.

Credits were identified during construction that included aeration basin wall crack and joint repair and contingency refund, which enabled the project to be completed under budget.

7. SUSTAINABILITY |

Use of alternative materials, practices or funding that demonstrates a commitment to sustainability and/or use of sustainable infrastructure.

During design, the idea was discussed to install a new packaged headworks tank inside the existing dissolved air flotation (DAF) building that was not in service. This idea became a reality and gave the Authority a new headworks with grit removal for less than the cost of remodeling the existing headworks building. The existing headworks structure was repurposed as an emergency bypass.

To keep project cost down, existing equipment were reused to the fullest extent possible. The existing surge tank was relocated and reuse.

The Authority was able to secure low-interest Nevada Clean Water State Revolving Loan funds to help pay for the improvements.

CONTROLLER'S GENERAL STATUS REPORT

October 19, 2022

- There is a Budget to Actual spreadsheet in the Board packet that shows operating expenses through August are 8.1% under budget. Of the $45,165 underage, $36,505 is from the Salaries and Benefits category. As I advised you last month, after the annual budget was filed, one employee retired, and has not been replaced.

- The field services portion of the audit has been completed and I've submitted the financial statements and footnotes to Eide Bailly. The audited financials will be submitted to the Board for adoption at the next meeting on November 16, 2022.

- **Investment Report**

As last month, the Authority's investments total a little more than $13.4 million. Since the last Board meeting, I moved $245,000 from our investment checking account to purchase a one-year CD with American Express National Bank at 4.05%. This money was from the Plant Emergency Repair Fund, and we have more than $2 million liquid in that fund if needed to make emergency repairs. I also purchased a $245,000 18 month CD at 4.4% with Pacific Premier Bank of Irvine from the Construction Fund; as we don't have large capital projects going, we will not be needing to use it in the near future. That brings the CD total to $1,470,000, a list of which is included in the Board packet. As you can see, the maturity dates are all within the next 18 months. The balance of the investments are entirely liquid in Wells Fargo investment accounts and the Local Government Investment Pool (LGIP). The LGIP investments earned 2.04% this past month.

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

AUGUST 2022-2023 BUDGET VS. ACTUAL

	AUGUST	Budgeted	Variance	Comments
Salaries	$ 179,874.96	$ 201,613.50	$ 21,738.54	
OT/Callback	$ 5,314.22	$ 5,846.83	$ 532.61	
Holiday	$ 290.00	$ 3,606.33	$ 3,316.33	1 Holiday of 11
NTD			$ -	
Longevity	$ -	$ 313.33	$ 313.33	Paid Yearly - December
Stand-By Pay	$ 2,869.23	$ 2,660.67	$ (208.56)	Standby Hours Added
Health Insurance	$ 52,166.46	$ 54,967.00	$ 2,800.54	
State Retirement (PERS)	$ 59,288.60	$ 60,864.83	$ 1,576.23	
SIIS (Workers Comp)	$ 3,621.33	$ 7,972.83	$ 4,351.50	
Medicare Tax	$ 2,921.52	$ 3,103.67	$ 182.15	
Unemployment Insurance	$ 48.00	$ 1,950.00	$ 1,902.00	Annual EMRB Fee
Contract Svcs	$ -	$ -	$ -	
OPEB Expense	$ 5,000.00	$ 5,000.00	$ -	Estimate
Salaries/Benefits	**$ 311,394.32**	**$ 347,899.00**	**$ 36,504.68**	
Electric Power	$ 55,570.58	$ 39,625.00	$ (15,945.58)	Rate Increased & Highest Use Time of Year
Electric Power - BPS	$ 2,745.59	$ 2,500.00	$ (245.59)	"
Electric Power - MPS	$ 12,275.47	$ 10,583.33	$ (1,692.14)	"

AUGUST 2022-2023 BUDGET VS. ACTUAL

	AUGUST	Budgeted	Variance	Comments
Natural Gas	$ 486.87	$ 1,666.67	$ 1,179.80	Lowest Use Time of Year
Natural Gas - BPS	$ 61.32	$ 200.00	$ 138.68	"
Natural Gas - MPS	$ 63.86	$ 60.83	$ (3.03)	
Water	$ 2,244.53	$ 2,066.67	$ (177.86)	
Water - BPS	$ 592.94	$ 666.67	$ 73.73	
Water - MPS	$ 25.21	$ 1,683.33	$ 1,658.12	Fully installed Mechanical Seals
Solid Waste Removal	$ 1,083.17	$ 975.83	$ (107.34)	
Utilities	**$ 75,149.54**	**$ 60,028.33**	**$ (15,121.21)**	
Chemicals	$ 14,936.19	$ 16,750.00	$ 1,813.81	
Lab Supplies	$ 878.69	$ 1,291.67	$ 412.98	
Supplies	$ -	$ -	$ -	
Chemicals/Supplies	**$ 15,814.88**	**$ 18,041.67**	**$ 2,226.79**	
Legal Services	$ 4,305.00	$ 6,666.67	$ 2,361.67	
Accounting	$ 742.81	$ 10,216.67	$ 9,473.86	Have not paid audit fee yet
Legal/Accounting	**$ 5,047.81**	**$ 16,883.33**	**$ 11,835.52**	

AUGUST 2022-2023 BUDGET VS. ACTUAL

	AUGUST	Budgeted	Variance	Comments
Engineering	$ 3,815.00	$ 8,333.33	$ 4,518.33	August only
Engineering - BPS			$ -	
Engineering - MPS			$ -	
Engineering - In-District			$ -	
Consulting	$ 1,000.00	$ 4,000.00	$ 3,000.00	
Engineering/Consulting	**$ 4,815.00**	**$ 12,333.33**	**$ 7,518.33**	
Maintenance Export Line	$ -	$ 1,583.33	$ 1,583.33	
Maintenance Collection System	$ 10,500.00	$ 21,750.00	$ 11,250.00	No bill yet for camera assessment.
Repairs Collection System	$ 1,414.64	$ 250.00	$ (1,164.64)	Manhole Lids & Clean-out
Computer Maintenance/Supplies	$ 275.15	$ 333.33	$ 58.18	
Annual Software Licenses	$ 3,112.99	$ 4,083.33	$ 970.34	Incl. ann pmt for erPortal
SCADA Support	$ -	$ 3,000.00	$ 3,000.00	
Repairs - Vehicles	$ 1,051.91	$ 841.67	$ (210.24)	
Repairs - Mechanical	$ 5,108.93	$ 6,166.67	$ 1,057.74	
Repairs - Mechanical BPS	$ 633.12	$ 833.33	$ 200.21	
Repairs - Mechanical MPS	$ 10,917.00	$ 1,000.00	$ (9,917.00)	Impeller & Shaft Repairs/ Pump Bearings
Emergency Repairs	$ -	$ -	$ -	

AUGUST 2022-2023 BUDGET VS. ACTUAL

	AUGUST	Budgeted	Variance	Comments
Repairs Bldg & Grounds	$ 898.76	$ 1,300.00	$ 401.24	
Repairs Bldg & Grounds - BPS	$ -	$ 166.67	$ 166.67	
Repairs Bldg & Grounds - MPS	$ -	$ -	$ -	
Repairs Heating	$ -	$ 137.50	$ 137.50	
Repairs Heating	$ -	$ 166.67	$ 166.67	
Repairs Heating	$ -	$ -	$ -	
Repairs Electrical	$ 698.08	$ 1,279.17	$ 581.09	
Repairs Electrical	$ -	$ 166.67	$ 166.67	
Repairs Electrical	$ -	$ 83.33	$ 83.33	
Repairs Instruments	$ 10,929.00	$ 1,666.67	$ (9,262.33)	Annual SmartCover Warranty
Equipment Rental	$ -	$ 500.00	$ 500.00	
Maintenance Supplies	$ 3,398.35	$ 2,183.33	$ (1,215.02)	
Safety Equipment	$ 571.33	$ 1,666.67	$ 1,095.34	
Odor Control System Maintenance	$ -	$ 1,500.00	$ 1,500.00	
Repairs/Maintenance	**$ 49,509.26**	**$ 50,658.33**	**$ 1,149.07**	
Casualty Insurance	$ 15,812.32	$ 18,069.33	$ 2,257.01	
Pollution Liability Insurance	$ -	$ -	$ -	
Insurance	**$ 15,812.32**	**$ 18,069.33**	**$ 2,257.01**	

AUGUST 2022-2023 BUDGET VS. ACTUAL

	AUGUST	Budgeted	Variance	Comments
Telephone	$ 3,226.71	$ 3,250.00	$ 23.29	
Telephone	$ 70.26	$ 66.67	$ (3.59)	
Telephone	$ -	$ -	$ -	
Small Tools & Equipment	$ 2,733.49	$ 1,754.17	$ (979.32)	
Laundry and Linen	$ 635.72	$ 583.33	$ (52.39)	
Forest Svc. Fee	$ -	$ 83.33	$ 83.33	
Training, Dues & Subscriptions	$ 2,345.66	$ 833.33	$ (1,512.33)	Incl. DM Utility Conference
Office Expenses	$ 789.49	$ 1,500.00	$ 710.51	
Travel	$ -	$ -	$ -	
Sample Testing	$ 4,993.33	$ 11,787.50	$ 6,794.17	
Operating Lease	$ -	$ -	$ -	
Biosolids Disposal	$ 9,908.46	$ 9,725.00	$ (183.46)	Highest Flows of Year
Underground Service Alert	$ 594.13	$ 83.33	$ (510.80)	Ann. Membership Fee
Permit Fees	$ 8,578.00	$ 2,041.67	$ (6,536.33)	Most Paid at Beginning of Year
Misc Exp and Bank Fees	$ -	$ 1,533.33	$ 1,533.33	
Other Operating Expenses	**$ 33,875.25**	**$ 33,241.67**	**$ (633.59)**	

AUGUST 2022-2023 BUDGET VS. ACTUAL

	AUGUST	Budgeted	Variance	Comments
Fuels and Lubricants	$ 5,237.95	$ 4,476.67	$ (761.28)	
Fuels & Lubricants	**$ 5,237.95**	**$ 4,476.67**	**$ (761.28)**	
Total Operating Expenses Thru Aug.	**$ 516,656.34**	**$ 561,631.67**	**$ 44,975.33**	
			8.01%	

CURRENT BROKERED CD MATURITY DATES

	Date	Rate		Amount	Fund
FY '22 - '23					
CAPITAL ONE BK USA NATL	5/17/2023	0.30%	$	245,000	PR
JP MORGAN CHASE BK NA	5/12/2023	0.60%	$	245,000	PR
TOTAL FY '22 - '23			**$**	**490,000**	
FY '23 - '24					
US BANK NAT'L ASSOCIATION	8/24/2023	2.95%	$	245,000	CF
AMERICAN EXPRESS NAT'L BK	10/18/2023	4.05%	$	245,000	PR
GOLDMAN SACHS BK USA	10/27/2023	2.00%	$	245,000	PR
PACIFIC PREMIER BK IRVINE	4/26/2024	4.40%	$	245,000	CF
TOTAL FY '23 - '24			**$**	**980,000**	
			$	**1,470,000**	
		3.58%			

Douglas County Lake Tahoe Sewer Auth.

GL Entry Report - Batch Order

Year: All / Date: 9/17/2022 - 10/19/2022

Entry #	Date	Document	Job	Account	Description	Debits	Credits	Balance
BATCH: 7877	**JOURNAL: B**		**STATUS: Posted**	**PERIOD: 2023 - 4**	**CREATED: 10/04/22 by YHJ**			
141077	10/14/22			414.1100	SEPT. PERS CONTRIBS	$11,949.75	$0.00	$11,949.75
141078	10/14/22			415.1100	SEPT. PERS CONTRIBS	$11,949.75	$0.00	$23,899.50
141079	10/14/22			101.1000	SEPT. PERS CONTRIBS	$0.00	$23,899.50	$0.00
					BATCH 7,877 TOTALS:	**$23,899.50**	**$23,899.50**	**$0.00**
					TOTAL OF ALL JOURNAL(S):	**$23,899.50**	**$23,899.50**	

Douglas County Lake Tahoe Sewer Auth.

AP Check Register (Current by Bank)

Check Dates: 9/17/2022 to 10/19/2022

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: WFCHK - WELLS FARGO CHECKING					**101.1000**
11300	09/22/22	P	AL17	ALHAMBRA	$160.45
11301	09/22/22	P	AL01	ALLISON MACKENZIE, Ltd.	$3,570.00
11302	09/22/22	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$365.82
11303	09/22/22	P	CA12	CARSON VALLEY OIL CO., INC.	$914.51
11304	09/22/22	P	CH15	CHARTER COMMUNICATIONS	$259.95
11305	09/22/22	P	CIN10	CINDERLITE TRUCKING CORP.	$1,045.00
11306	09/22/22	P	SIERRA	DBA SIERRA OFFICE SOLUTIONS	$134.04
11307	09/22/22	P	KI11	KINGSBURY GENERAL IMP. DIST.	$1,538.84
11308	09/22/22	P	LA12	LAWSON PRODUCTS, INC.	$680.37
11309	09/22/22	P	MET11	METLIFE - GROUP BENEFITS	$3,983.64
11310	09/22/22	P	MO19	MOTION INDUSTRIES, INC.	$110.58
11311	09/22/22	P	LA11	NAPA AUTO PARTS	$68.52
11312	09/22/22	P	NE39	NEVADA SEAL & PUMP	$2,833.28
11313	09/22/22	P	OREILL	O'REILLY AUTOMOTIVE, INC.	$12.99
11314	09/22/22	P	PDMSTE	PDM STEEL SVC. CENTERS, INC.	$2,877.63
11315	09/22/22	P	AN12	R.O. ANDERSON ENGINEERING, INC	$940.00
11316	09/22/22	P	RO12	ROUND HILL GENERAL IMP. DIST.	$7.31
11317	09/22/22	P	SIL4	SILVER STATE ANALYTICAL LAB	$965.00
11318	09/22/22	P	R&SOPT	R & S OPTIMUM OFFSET	$299.00
11319	09/22/22	P	US12	USABLUEBOOK	$226.00
11320	09/22/22	P	WE18	WESTERN NEVADA SUPPLY CO.	$30.08
11321	10/06/22	P	AL16	ALPINE SMITH, INC.	$4,099.00
11322	10/06/22	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$407.96
11323	10/06/22	P	BURNS	BURNS MACHINERY, INC.	$540.00
11324	10/06/22	P	CA12	CARSON VALLEY OIL CO., INC.	$884.87
11325	10/06/22	P	CA25	CASHMAN EQUIPMENT COMPANY	$16,141.41
11326	10/06/22	P	CLA	Griswold Industries	$7,948.40
11327	10/06/22	P	CODALE	CODALE ELECTRIC SUPPLY	$2,290.91
11328	10/06/22	P	DIAM02	DIAMOND CONCRETE CUTTING LLC	$981.00
11329	10/06/22	P	DTS	DIGITAL TECHNOLOGY SOLUTIONS	$211.50
11330	10/06/22	P	DISCOU	REINALT-THOMAS CORPORATION	$1,347.80
11331	10/06/22	P	GI20	DOUGLAS GIBSON	$299.28
11332	10/06/22	P	FREDH	FRED HOWARD	$564.41
11333	10/06/22	P	FR01	FRONTIER	$39.21
11334	10/06/22	P	HDR01	HDR, ENGINEERING, INC.	$222.75
11335	10/06/22	P	HOMETO	HOMETOWN HEALTH	$18,278.18
11336	10/06/22	P	BOU11	BOULDER EXTERMINATORS, INC	$150.00
11337	10/06/22	P	PH12	JOHN PHILLIPS	$482.86
11338	10/06/22	P	IKE01	KELVIN IKEHARA	$361.82
11339	10/06/22	P	LIBERT	LIBERTY UTILITIES	$34.07
11340	10/06/22	P	AGUILA	MANNY AGUILAR	$170.10
11341	10/06/22	P	NV01	NV ENERGY	$33,441.44
11342	10/06/22	P	OREILL	O'REILLY AUTOMOTIVE, INC.	$341.88
11343	10/06/22	P	EA13	PAULA EAST-JANICKI	$857.24
11344	10/06/22	P	AN12	R.O. ANDERSON ENGINEERING, INC	$4,402.50
11345	10/06/22	P	VAN1	RICK VAN HORN	$264.21
11346	10/06/22	P	SIL4	SILVER STATE ANALYTICAL LAB	$620.00
11347	10/06/22	P	SO10	SOUTH TAHOE REFUSE, INC.	$556.07
11348	10/06/22	P	ST09	STANDARD INSURANCE COMPANY	$546.98
11349	10/06/22	P	NE42	STATE OF NV. P.E.B.P.	$1,377.55
11350	10/06/22	P	SU13	SUMMIT PLUMBING CO., LLC	$4,725.00
11351	10/06/22	P	TA01	TAHOE BASIN CONTAINER SVC.,INC	$2,117.50
11352	10/06/22	P	US12	USABLUEBOOK	$1,744.70
11353	10/06/22	P	VI12	VISION SERVICE PLAN - (AT)	$286.96
11354	10/06/22	P	WF01	WELLS FARGO	$7,242.64
11355	10/06/22	P	WE18	WESTERN NEVADA SUPPLY CO.	$16,746.39

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

Douglas County Lake Tahoe Sewer Auth.

AP Check Register (Current by Bank)

Check Dates: 9/17/2022 to 10/19/2022

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
				BANK WFCHK REGISTER TOTAL:	**$151,749.60**
				GRAND TOTAL :	**$151,749.60**

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