NOTICE OF REGULAR MEETING OF

BOARD OF TRUSTEES OF

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

WEDNESDAY, JANUARY 18, 2023

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 January 18, 2023, 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/89319093683?pwd=azhXL3NEcklSZisrdjBHU040bXZ0UT09

Phone Number: **1-669-900-6833**
Meeting ID: **893 1909 3683**
Passcode: **118329**

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, JANUARY 18, 2023

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. Acknowledgment of appointment of Trustee to serve on Douglas County Lake Tahoe Sewer Authority Board by the Board of Trustees of Tahoe Douglas District (TDD); swearing in of Trustee Andrew Huckbody (Oath 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 (November 16, 2022) – **for possible action.**

8. Discussion and appointment of Board Officers – **for possible action.**

9. Authority Manager's Report (Rob Hopkins)

   A. General Status Report

10. Engineer's Report

   A. General Projects Status Report.

   B. Discussion and Possible Acceptance of East Fork Roofing, LLC's bid for the Mechanical Building Re-Roofing Project in the amount of Two Hundred Forty-one Thousand, Seven Hundred and Sixty Dollars ($241,760.00) **- for possible action.**

11. Controller's Report

   A. General Status Report

   B. Discussion regarding and possible designation of Eide Bailly as the Auditor for Fiscal Year 2023, for the Maximum Price of Forty-four Thousand Dollars ($44,000) – **for possible action.**

   C. Investment Report

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

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

14. Final Public Comment

15. 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 12th day of January 2023.

P East-Janicki

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
November 16, 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, November 16, 2022 at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

ROLL CALL:

Present were Trustees Rick Gardner, John McLaughlin and Jodie Nelson.

RECOGNITION OF OTHERS IN ATTENDANCE:

Also present were Authority Manager Rob Hopkins, Authority Controller Paula East-Janicki, Authority Accountant Ying Johnson and Authority Engineer, Rob Anderson. The Authority's legal counsel, Jim Cavilia, as well as Beth Farley and Nielsine Shirk of Eide Bailly were present via audio and video internet connection by which they could hear everyone at the meeting, and everyone could hear them.

PUBLIC COMMENT:

There was no public comment.

APPROVAL OF AGENDA:

It was moved by Trustee McLaughlin, seconded by Trustee Nelson and carried unanimously (3-0) that the agenda be approved and adopted as presented.

MINUTES OF PRIOR MEETING:

It was moved by Trustee McLaughlin, seconded by Trustee Nelson and carried unanimously (3-0) that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated October 19, 2022, be approved as presented.

Presentation of Audited Financial Statements for Fiscal Year 2021-2022 by Auditing Firm Eide Bailly

During the presentation of the financial statements, Trustee Keith Fertala joined the meeting via audio and video internet connection by which he could hear everyone at the meeting, and everyone could hear him.

Nielsine Shirk of Eide Bailly presented the Board with the audited financial statements of the Authority, indicating that the auditor has issued an "unmodified opinion" which is the highest level opinion. In providing a summary of the financial statements, Ms. Shirk pointed out that as a result of capital improvements in the last year, the Authority's capital assets have increased by $1.9 million.

In response to an inquiry from Trustee Nelson, Ms. Shirk explained that new Authority improvements are not capitalized in the financial statements until the projects are completed.

In presenting her summary of the financial statements, Ms. Shirk pointed out that, although the letter to the Board identifies a few "significant risks" that were required to be identified, the Authority has no major issues to be concerned about. Finally, Ms. Shirk explained the fair market adjustment made with regard to the Local Government Investment Pool and emphasized that the auditor has no disagreements with management of the Authority.

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

Following a brief discussion among the Trustees, **it was moved by Trustee McLaughlin, seconded by Trustee Nelson and carried unanimously (4-0) that the audited financial statements as presented be adopted.**

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 indicated that work on upgrading and replacing the high-pressure check valves and seals on the Authority's export pumps was continuing, with three of the four valves having been replaced.

Mr. Hopkins stated that Authority staff was working with Wasatch Electric to ensure that replacement of power poles within the Elks Point Sanitation District (EPSD) does not impact the EPSD sewage pump stations. In response to an inquiry from a Trustee, Mr. Hopkins briefly explained the Authority's relationship with EPSD and the fact that upgrades to the EPSD's facilities may be necessary in the near future.

With regard to the upsizing of the Authority's sewer mains as part of the Tahoe South Events Center (TSEC) project, Mr. Hopkins indicated that the work has been satisfactorily completed.

Mr. Hopkins reported that the Nevada Division of Water Resources (NDWR) recently conducted the annual dam safety inspection at the Authority's emergency effluent storage reservoir and that the dam passed the inspection with some minor repairs and vegetation removal requested. Mr.

Hopkins added that, despite the Authority's effluent storage reservoir in the Carson Valley not being utilized at this time, NDWR will inspect that facility as well in order to keep the current permit in place.

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

B. Discussion and consideration of a one-time mid-year Cost-of-Living Adjustment (COLA) for DCLTSA personnel in an amount to be determined, if any, by the Board of Trustees

Mr. Hopkins provided the Trustees with the Authority's recent history with regard to staffing and explained that through the cross-training of employees and increased automation, the Authority has been able to reduce the total number of employees. Specifically, Mr. Hopkins detailed how a long-term employee that retired earlier this year has not been replaced; thereby reducing the Authority's employee costs. Mr. Hopkins additionally described how the Authority had historically had a salary survey conducted on a regular basis by Public Sector Personnel Consultants (PSPC) in order to provide the Trustees with guidance in setting staff salaries. Mr. Hopkins stated that the PSPC survey was last conducted in early 2019.

Based upon the reduced staffing level, the time since the last survey and the significant inflation of 2022, Mr. Hopkins recommended to the Board that a one-time COLA increase of 9.7% be approved for all Authority employees. In response to an inquiry by Trustee McLaughlin, Ms. East-Janicki explained that because the Authority has, in recent years, budgeted for and generally granted merit pay increases based on the salary survey, a COLA had not been implemented at the Authority since 2011.

Following a discussion among the Trustees, Chairman Gardner expressed that the consensus of the Board was to provide a mid-year pay increase, but that an increase of 9.7% was probably a little high. Trustee Nelson added that what was probably more appropriate than an across-the-board increase was a restructuring of salaries based upon the elimination of a position and the reassignment of duties. Trustee Fertala suggested the possibility of a bonus for employees at this time with salary adjustments next year based upon additional data.

Based upon the discussion of the Trustees, Mr. Hopkins suggested that a mid-year, merit-based salary increase be approved in an amount not to exceed the total savings realized from the former employee not being replaced.

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

Following the comments from the Trustees and the input from Mr. Hopkins and Ms. East-Janicki, **it was moved by Trustee McLaughlin, seconded by Trustee Nelson and carried unanimously (4-0) that Authority salaries be increased as of December 1, 2022 in an amount to be determined by the Authority Manager in his discretion, with the aggregate of the average merit increase and any cost of living adjustment not to exceed 8.7%.**

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 November 15, 2022, briefly summarizing various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The November 15, 2022 correspondence is incorporated in these minutes by this reference.

Mr. Anderson reported that he participated with Authority personnel in a meeting with South Tahoe Public Utility District (STPUD) regarding long-term alternatives for the exportation and disposal of effluent. Mr. Anderson indicated that the Authority shared information regarding its effluent disposal with STPUD officials.

With regard to the Mechanical Building re-roofing project, Mr. Anderson stated that the project is currently in the bid process and that one contractor attended the pre-bid conference.

Mr. Anderson provided the Trustees with charts of data from the various influent flow meters used to determine the flow of sewage from the participating districts. Mr. Anderson reported that cumulatively the data is very good showing less than a 1% discrepancy between the various districts' meter and the authority meter at the plant. Trustee Fertala added that RHGID's new meter is now scheduled to be installed in the spring of 2023. A general discussion of historic flows followed with Mr. Anderson pointing out that overall flows in the past year have increased from the previous year.

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 reported that the Authority's operating expenses through September were approximately 10% under budget and that she was pleased with the results of the annual audit.

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 $14.2 million invested indicating that in the last month the Authority purchased three certificates of deposit (CDs) with the Authority now having $2,205,000 invested in laddered CDs. Ms. East-Janicki also explained how the Authority's investments are segregated

among the Authority's general fund ($6,120,833), plant emergency repair fund ($3,686,606) and construction fund ($4,401,447) and how each fund is designated for particular uses.

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. In response to a question from Trustee Nelson, Mr. Hopkins explained the payments made to Summit Plumbing as reflected in the list of claims. 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 Fertala stated that the RHGID Board of Trustees did not meet this month.

Trustee McLaughlin reported that summer revenue in the casino core was very good, and the Villas at Edgewood recently opened with the next two buildings scheduled to be completed in August or September of 2023. Trustee McLaughlin indicated that Transient Occupancy Tax (TOT) collections are running at 30% over budget and that the TSEC is scheduled to open in July. In response to a question, Trustee McLaughlin explained that the size of events at the TSEC during the summer months would be limited as a means of protecting existing summer events.

Trustee Nelson reported that KGID recently welcomed a new trustee and that KGID is working with a mobile home park in KGID about the possibility of taking over the water system that has not been adequately maintained. Trustee Nelson explained that KGID is seeking funding from the State of Nevada to assist with upgrading that system. Finally, Trustee Nelson indicated that KGID was in the process of developing a stormwater plan for the district.

Trustee Gardner reported that Tahoe Douglas District (TDD) has not had a meeting recently, but that it was going to be necessary for the TDD Board to appoint one trustee in January.

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 11:40 a.m.

_____

APPROVED

_____

4891-7485-6770, v. 1

Meeting Date: January 18th, 2023

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report – December 2022 / January 2023
A. General Status Report

Staff Recommendation:

None. This is an informational item only.

Discussion/Report:

This item serves to afford the Authority General Manager the opportunity to update the DCLTSA Board of Trustees on select activities over the previous month(s).

1. The Nevada Division of Water Resources (NDWR) conducted annual dam safety inspections at the mothballed Buckeye Effluent Storage Reservoir dams, located in the Carson Valley, in early December. DCLTSA continues the inspections to keep the existing permits open and valid. Our dams passed inspection, with some minor repairs and some vegetation removal called out as "need-to-do's".

2. A meeting was held between Nevada Tahoe Conservation District personnel, DCLTSA staff and our Engineer, R.O. Anderson to discuss requested updates to the existing Special Use Permit we have with the U.S. Forest Service for the access, operation, and maintenance of our Beach Pump Station facility, located at Nevada Beach. Renegotiation of the S.U.P. will be needed due to the upcoming reconstruction of the Burke Creek watershed, adjacent to the Beach Pump Station. This creek-bed relocation will involve removal of an existing paved road and easement that provides access to our pump station. The U.S.F.S. wishes to minimize the paved footprint around the pump station and negotiations are underway as to what amount of paved space will allow adequate maintenance access as well as provide plenty of staging area for emergency and construction equipment in the future. Our Engineer, Mr. Anderson, can provide additional detail if needed.

3. DCLTSA staff conducted manhole inspections along Kahle drive, also as part of the Burke Creek Project. Relocation and resurfacing of sections of Kahle Drive as part of the project will offer DCLTSA a good opportunity to perform needed repairs and upgrades to the aging manholes in Kahle Drive. Resurfacing work on Kahle Drive is anticipated to occur this summer.

4. DCLTSA was approached by Philip Gardner, a Ground Water Specialist with the United States Geological Survey – Nevada Water Science Center, with a request

for any well depth sounding data from our field of monitoring wells which surround our mothballed Buckeye Effluent Storage Reservoir site, located in the Carson Valley. The DCLTSA well sounding records will be rolled into a larger USGS project which is tracking the behavior of the Carson Valley aquifer over the last several decades.

5. The 4th Quarter 2022 Discharge Monitoring Report has been submitted and passed by the Nevada Division of Environmental Protection. We have submitted all related laboratory, flow and biosolids data to our Engineer, R.O. Anderson for completion of the comprehensive 2022 DCLTSA Annual Discharge Monitoring Report and for our Annual Biosolids Report, due to the Environmental Protection Agency at the end of January 2023.

6. Kudos to our staff, who have put in many long hours keeping the Sewer Authority operating during this long series of Atmospheric River rain and snow events. Peak daily flow for calendar year 2022 occurred on New Years Eve coming in at 2.512 million gallons. While some of the high flows are attributable to additional people in town for the festivities, the additional inflow and infiltration from the rain-on-snow events was a key driver of the peak in flow. An interesting factoid from the Tahoe Fund: In the week spanning Christmas to New Years Day, the level of Lake Tahoe rose by almost 1 foot.



CONTROLLER'S GENERAL STATUS REPORT

January 18, 2023

- There is a Budget to Actual spreadsheet in the Board packet that shows operating expenses through November were more than 9.5% under budget. Most of that underage comes from the Salaries and Benefits category. We have not received any bills yet related to the camera inspection of our sewer lines, because the work is not complete. I expect that bill to be approximately $70,000 when it comes in.

- Last month the Board authorized a mid-year adjustment to the salaries of all employees in an amount to be determined by the Authority Manager, so that the aggregate of the average merit increase and the instant salary adjustment not to exceed 8.7%. To implement that, the average merit raise of the employees who had received such increases was determined to be approximately 4.4%. Therefore, the salary adjustment given on December 1, 2022, was 4.25%.

- **Discussion and possible action to designate Eide Bailly as the Auditor for the current year**

  The State Department of Taxation requires each entity to designate their auditor no later than March 30 of each year. Normally, we bring our recommendation to the Board at the February meeting. However, last week Beth Farley of Eide Bailly contacted me to say that, within Eide Bailly, she would no longer be doing government audits. Beth is the person we have dealt with for the past 4 years.

In February of 2019, The Authority entered into a 5-year Maximum Price Agreement with Eide Bailly, and this is the 5th year. Given the change in primary auditor, Beth indicated that the Authority could put the audit back out to bid if it wished, rather than sticking to the Agreement.

The Agreement calls for a maximum price of $44,000 this year, only a 3.5% increase over last year. Beth is turning her duties over to Tiffany Williamson, who was our auditor for years with Grant Thornton. She also is responsible for KGID's audits. I found her easy to work with and given the small cost increase in the current inflationary environment, it is our recommendation that the Board designate Eide Bailly as the Authority's auditor for the upcoming cycle.

- **Investment Report**

The Authority's investments still total a little more than $14.2 million. Since the last Board meeting, the only change has been the interest added. Of that amount, $2,205,000 is invested in laddered CDs with an average interest rate of 3.12%.

The balance of the investments, approximately $12 million, is liquid in Wells Fargo investment accounts and the Local Government Investment Pool (LGIP). The LGIP investments earned 3.2% in December.

The investments are segregated as to use and purpose as follows:

  - $6,146,816 in the General Fund designed for operating expenses and day to day replacement of equipment (not capital projects). The General Fund is fed by the Operations and Maintenance portion of sewer rates.

- $3,955,830 in the Plant Emergency Repair Fund, restricted by Ordinance for emergency repairs and plant expansion. The Plant Repair Fund is fed only by interest earned on its investments.
- $4,161,535 in the Construction Fund, restricted by Ordinance for projects on the five-year Capital Development Plan. These are larger construction and replacement projects. The Construction Fund is fed by the Special Assessment portion of sewer rates, $2.25 million per year spread by flow share among the Authority and its Participating Districts.

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

NOVEMBER 2022-2023 BUDGET VS. ACTUAL

	NOVEMBER	Budgeted	Variance	Comments
Salaries	$ 457,701.32	$ 504,033.75	$ 46,332.43	
OT/Callback	$ 12,431.82	$ 14,617.08	$ 2,185.26	
Holiday	$ 1,792.00	$ 9,015.83	$ 7,223.83	5 Holidays of 11
NTD			$ -	
Longevity	$ -	$ 783.33	$ 783.33	Paid Yearly - December
Stand-By Pay	$ 7,179.70	$ 6,651.67	$ (528.03)	Standby Hours Added
Health Insurance	$ 123,695.59	$ 137,417.50	$ 13,721.91	
State Retirement (PERS)	$ 131,830.65	$ 152,162.08	$ 20,331.43	
SIIS (Workers Comp)	$ 9,053.33	$ 19,932.08	$ 10,878.75	
Medicare Tax	$ 7,224.14	$ 7,759.17	$ 535.03	
Unemployment Insurance	$ 48.00	$ 4,875.00	$ 4,827.00	Annual EMRB Fee
Contract Svcs	$ -	$ -	$ -	
OPEB Expense	$ 12,500.00	$ 12,500.00	$ -	Estimate
Salaries/Benefits	**$ 763,456.55**	**$ 869,747.50**	**$ 106,290.95**	
Electric Power	$ 122,522.10	$ 99,062.50	$ (23,459.60)	Rate Increased & Highest Use Time of Year
Electric Power - BPS	$ 6,634.15	$ 6,250.00	$ (384.15)	"
Electric Power - MPS	$ 29,514.23	$ 26,458.33	$ (3,055.90)	"

NOVEMBER 2022-2023 BUDGET VS. ACTUAL

	NOVEMBER	Budgeted	Variance	Comments
Natural Gas	$ 1,950.71	$ 4,166.67	$ 2,215.96	Lowest Use Time of Year
Natural Gas - BPS	$ 286.76	$ 500.00	$ 213.24	"
Natural Gas - MPS	$ 121.96	$ 152.08	$ 30.12	"
Water	$ 4,981.81	$ 5,166.67	$ 184.86	
Water - BPS	$ 1,301.65	$ 1,666.67	$ 365.02	
Water - MPS	$ 54.09	$ 4,208.33	$ 4,154.24	Fully installed Mechanical Seals
Solid Waste Removal	$ 2,877.62	$ 2,439.58	$ (438.04)	Grit from Headworks
Utilities	**$ 170,245.08**	**$ 150,070.83**	**$ (20,174.25)**	
Chemicals	$ 32,431.19	$ 41,875.00	$ 9,443.81	
Lab Supplies	$ 4,111.66	$ 3,229.17	$ (882.49)	More lab tests being run daily
Supplies	$ -	$ -	$ -	
Chemicals/Supplies	**$ 36,542.85**	**$ 45,104.17**	**$ 8,561.32**	
Legal Services	$ 14,175.00	$ 16,666.67	$ 2,491.67	
Accounting	$ 44,349.86	$ 25,541.67	$ (18,808.19)	Audit Fees will smooth by year end
Legal/Accounting	**$ 58,524.86**	**$ 42,208.33**	**$ (16,316.53)**	

NOVEMBER 2022-2023 BUDGET VS. ACTUAL

	NOVEMBER	Budgeted	Variance	Comments
Engineering	$ 13,762.50	$ 20,833.33	$ 7,070.83	
Engineering - BPS			$ -	
Engineering - MPS			$ -	
Engineering - In-District			$ -	
Consulting	$ 1,000.00	$ 10,000.00	$ 9,000.00	JNA for Debt Management Report
Engineering/Consulting	**$ 14,762.50**	**$ 30,833.33**	**$ 16,070.83**	
Maintenance Export Line	$ -	$ 3,958.33	$ 3,958.33	
Maintenance Collection System	$ 26,250.00	$ 54,375.00	$ 28,125.00	No bill yet for camera assessment.
Repairs Collection System	$ 8,514.24	$ 625.00	$ (7,889.24)	Manhole Lids & Clean-out
Computer/Network Infrastructure	$ 1,215.71	$ 833.33	$ (382.38)	SCADA Printer & Server Hard Drives
Annual Software Licenses	$ 5,930.56	$ 10,208.33	$ 4,277.77	Incl. ann pmt for erPortal
SCADA Support	$ -	$ 7,500.00	$ 7,500.00	
Repairs - Vehicles	$ 9,389.66	$ 2,104.17	$ (7,285.49)	Winter tires on 4 trucks
Repairs - Mechanical	$ 18,276.86	$ 15,416.67	$ (2,860.19)	
Repairs - Mechanical BPS	$ 633.12	$ 2,083.33	$ 1,450.21	
Repairs - Mechanical MPS	$ 11,005.31	$ 2,500.00	$ (8,505.31)	Impeller & Shaft Repairs/ Pump Bearings

NOVEMBER 2022-2023 BUDGET VS. ACTUAL

	NOVEMBER	Budgeted	Variance	Comments
Emergency Repairs	$ -	$ -	$ -	
Repairs Bldg & Grounds	$ 2,812.07	$ 3,250.00	$ 437.93	Reservoir Dam Repair required by NDEP
Repairs Bldg & Grounds - BPS	$ -	$ 416.67	$ 416.67	
Repairs Bldg & Grounds - MPS	$ -	$ -	$ -	
Repairs Heating	$ -	$ 343.75	$ 343.75	
Repairs Heating	$ -	$ 416.67	$ 416.67	
Repairs Heating	$ -	$ -	$ -	
Repairs Electrical	$ 2,317.02	$ 3,197.92	$ 880.90	
Repairs Electrical	$ 199.99	$ 416.67	$ 216.68	
Repairs Electrical	$ -	$ 208.33	$ 208.33	
Repairs Instruments	$ 10,929.00	$ 4,166.67	$ (6,762.33)	Annual SmartCover Warranty
Equipment Rental	$ -	$ 1,250.00	$ 1,250.00	
Maintenance Supplies	$ 7,880.98	$ 5,458.33	$ (2,422.65)	Stainless Steel Pipe Fittings - In House Projects
Safety Equipment	$ 4,093.62	$ 4,166.67	$ 73.05	
Odor Control System Maintenance	$ -	$ 3,750.00	$ 3,750.00	
Repairs/Maintenance	**$ 109,448.14**	**$ 126,645.83**	**$ 17,197.70**	

NOVEMBER 2022-2023 BUDGET VS. ACTUAL

	NOVEMBER	Budgeted	Variance	Comments
Casualty Insurance	$ 39,530.80	$ 45,173.33	$ 5,642.53	
Pollution Liability Insurance	$ -	$ -	$ -	
Insurance	**$ 39,530.80**	**$ 45,173.33**	**$ 5,642.53**	
Telephone	$ 7,420.91	$ 8,125.00	$ 704.09	
Telephone	$ 167.45	$ 166.67	$ (0.78)	
Telephone	$ -	$ -	$ -	
Small Tools & Equipment	$ 4,900.88	$ 4,385.42	$ (515.46)	Lay-Flat Water Hoses - Aeration Transfer
Laundry and Linen	$ 761.72	$ 1,458.33	$ 696.61	
Forest Svc. Fee	$ 378.87	$ 208.33	$ (170.54)	
Training, Dues & Subscriptions	$ 2,767.66	$ 2,083.33	$ (684.33)	Incl. DM Utility Conference
Office Expenses	$ 3,419.94	$ 3,750.00	$ 330.06	
Travel	$ -	$ -	$ -	
Sample Testing	$ 16,855.33	$ 29,468.75	$ 12,613.42	
Operating Lease	$ -	$ -	$ -	
Biosolids Disposal	$ 19,895.88	$ 24,312.50	$ 4,416.62	
Underground Service Alert	$ 594.13	$ 208.33	$ (385.80)	Ann. Membership Fee

NOVEMBER 2022-2023 BUDGET VS. ACTUAL

	NOVEMBER	Budgeted	Variance	Comments
Permit Fees	$ 9,279.18	$ 5,104.17	$ (4,175.01)	Most Paid at Beginning of Year
Misc Exp and Bank Fees		$ 3,833.33	$ 3,833.33	
Other Operating Expenses	**$ 66,441.95**	**$ 83,104.17**	**$ 16,662.22**	
Fuels and Lubricants	$ 11,621.52	$ 11,191.67	$ (429.85)	
Fuels & Lubricants	**$ 11,621.52**	**$ 11,191.67**	**$ (429.85)**	
Total Operating Expenses Thru Nov.	**$ 1,270,574.25**	**$ 1,404,079.17**	**$ 133,504.91**	
			9.51%	

Douglas County Lake Tahoe Sewer Auth.

AP Check Register (Current by Bank)

Check Dates: 11/11/2022 to 1/17/2023

Check No.	Date	Status*		Vendor ID	Payee Name	Amount
BANK ID: WFCHK - WELLS FARGO CHECKING						**101.1000**
11264	11/17/22	V	11/17/22	AUTO01	AUTOMATIONDIRECT.COM, INC.	($170.00)
**11407	11/16/22	P		AL17	ALHAMBRA	$24.10
11408	11/16/22	P		AL01	ALLISON MACKENZIE, Ltd.	$3,325.00
11409	11/16/22	P		O&R	ANTWANE OWENS & KATRINA ROCK	$143.61
11410	11/16/22	P		AUTO01	AUTOMATIONDIRECT.COM, INC.	$170.00
11411	11/16/22	P		BE15	BENTLY FAMILY LTD PARTNERSHIP	$443.80
11412	11/16/22	P		CAB01	CABLE & CONNECTIVITY SOLUTIONS	$7,109.00
11413	11/16/22	P		CA12	CARSON VALLEY OIL CO., INC.	$1,332.44
11414	11/16/22	P		CA25	CASHMAN EQUIPMENT COMPANY	$4,731.66
11415	11/16/22	P		CODALE	CODALE ELECTRIC SUPPLY	$4,201.08
11416	11/16/22	P		WRENN	IAN WRENN	$139.22
11417	11/16/22	P		SIERRA	DBA SIERRA OFFICE SOLUTIONS	$2.88
11418	11/16/22	P		KI11	KINGSBURY GENERAL IMP. DIST.	$1,159.48
11419	11/16/22	P		PR02	LINDE GAS & EQUIPMENT INC.	$360.05
11420	11/16/22	P		MC10	MCMASTER-CARR SUPPLY	$299.05
11421	11/16/22	P		NE40	NEVADA DIVISION OF STATE LANDS	$250.00
11422	11/16/22	P		OREILL	O'REILLY AUTOMOTIVE, INC.	$447.29
11423	11/16/22	P		AN12	R.O. ANDERSON ENGINEERING, INC	$10,135.00
11424	11/16/22	P		SCHNEI	SCHNEIDER ELECTRIC SYSTEMS USA	$2,734.00
11425	11/16/22	P		KI13	Shaun Thomas DBA	$36.00
11426	11/16/22	P		SIL4	SILVER STATE ANALYTICAL LAB	$965.00
11427	11/16/22	P		SO10	SOUTH TAHOE REFUSE, INC.	$556.07
11428	11/16/22	P		SO13	SOUTHWEST GAS	$34.72
11429	11/16/22	P		NE42	STATE OF NV. P.E.B.P.	$1,377.55
11430	11/16/22	P		SULZER	SULZER PUMP SERVICES (US) INC.	$3,071.19
11431	11/16/22	P		SU13	SUMMIT PLUMBING CO., LLC	$218.31
11432	11/16/22	P		TA01	TAHOE BASIN CONTAINER SVC.,INC	$2,117.50
11433	11/16/22	P		USFOR	US FOREST SERVICE	$378.87
11434	11/16/22	P		US12	USABLUEBOOK	$282.11
11435	11/16/22	P		VER	VERIZON	$316.20
11436	11/16/22	P		WF01	WELLS FARGO	$5,524.39
11437	11/30/22	P		BE15	BENTLY FAMILY LTD PARTNERSHIP	$488.46
11438	11/30/22	P		BURNS	BURNS MACHINERY, INC.	$215.00
11439	11/30/22	P		CA12	CARSON VALLEY OIL CO., INC.	$616.62
11440	11/30/22	P		CH15	CHARTER COMMUNICATIONS	$274.95
11441	11/30/22	P		CORE	CORE UTILITIES, INC.	$500.00
11442	11/30/22	P		DTS	DIGITAL TECHNOLOGY SOLUTIONS	$3,125.20
11443	11/30/22	P		BLM01	DOI/BLM	$451.18
11444	11/30/22	P		EIDEB	EIDE BAILLY LLP	$42,500.00
11445	11/30/22	P		HEFFER	ERIC HEFFERNON	$43.90
11446	11/30/22	P		FASTEN	FASTENAL COMPANY	$172.47
11447	11/30/22	P		FR01	FRONTIER	$84.86
11448	11/30/22	P		GR13	GRAINGER	$332.68
11449	11/30/22	P		HOMETO	HOMETOWN HEALTH	$18,278.18
11450	11/30/22	P		SIERRA	DBA SIERRA OFFICE SOLUTIONS	$97.34
11451	11/30/22	P		BOU11	BOULDER EXTERMINATORS, INC	$150.00
11452	11/30/22	P		LA12	LAWSON PRODUCTS, INC.	$1,114.84
11453	11/30/22	P		LIBERT	LIBERTY UTILITIES	$37.38
11454	11/30/22	P		MORAN	MARK MORAN	$150.00
11455	11/30/22	P		MET11	METLIFE - GROUP BENEFITS	$1,991.82
11456	11/30/22	P		NE39	NEVADA SEAL & PUMP	$2,822.29
11457	11/30/22	P		SIL4	SILVER STATE ANALYTICAL LAB	$620.00
11458	11/30/22	P		ST09	STANDARD INSURANCE COMPANY	$546.98
11459	11/30/22	P		SU13	SUMMIT PLUMBING CO., LLC	$12,722.10
11460	11/30/22	P		US12	USABLUEBOOK	$3,185.95
11461	11/30/22	P		VI12	VISION SERVICE PLAN - (AT)	$286.96

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**** Denotes broken check sequence.**

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
11462	11/30/22	P	WE18	WESTERN NEVADA SUPPLY CO.	$1,418.28
11463	12/14/22	P	AL17	ALHAMBRA	$24.10
11464	12/14/22	P	AL01	ALLISON MACKENZIE, Ltd.	$3,780.00
11465	12/14/22	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$687.68
11466	12/14/22	P	CA12	CARSON VALLEY OIL CO., INC.	$1,342.40
11467	12/14/22	P	CA25	CASHMAN EQUIPMENT COMPANY	$3,690.43
11468	12/14/22	P	BLAKE	CHARLES DAVID BLAKE	$601.98
11469	12/14/22	P	NA12	CHERYL NAFIE	$615.72
11470	12/14/22	P	DTS	DIGITAL TECHNOLOGY SOLUTIONS	$211.50
11471	12/14/22	P	GI20	DOUGLAS GIBSON	$299.28
11472	12/14/22	P	FASTEN	FASTENAL COMPANY	$25.60
11473	12/14/22	P	FREDH	FRED HOWARD	$564.41
11474	12/14/22	P	HDR01	HDR, ENGINEERING, INC.	$5,633.33
11475	12/14/22	P	SIERRA	DBA SIERRA OFFICE SOLUTIONS	$2.09
11476	12/14/22	P	PA13	JAMES PADILLA	$543.48
11477	12/14/22	P	PH12	JOHN PHILLIPS	$482.86
11478	12/14/22	P	IKE01	KELVIN IKEHARA	$361.82
11479	12/14/22	P	KI11	KINGSBURY GENERAL IMP. DIST.	$955.58
11480	12/14/22	P	AGUILA	MANNY AGUILAR	$170.10
11481	12/14/22	P	LA11	NAPA AUTO PARTS	$870.96
11482	12/14/22	P	NV01	NV ENERGY	$30,106.72
11483	12/14/22	P	EA13	PAULA EAST-JANICKI	$857.24
11484	12/14/22	P	POL10	POLYDYNE INC.	$8,234.00
11485	12/14/22	P	VAN1	RICK VAN HORN	$264.21
11486	12/14/22	P	KI13	KINGSBURY AUTOMOTIVE	$73.20
11487	12/14/22	P	SIL4	SILVER STATE ANALYTICAL LAB	$310.00
11488	12/14/22	P	SO13	SOUTHWEST GAS	$1,830.83
11489	12/14/22	P	NE42	STATE OF NV. P.E.B.P.	$1,377.55
11490	12/14/22	P	SU13	SUMMIT PLUMBING CO., LLC	$4,725.00
11491	12/14/22	P	TA01	TAHOE BASIN CONTAINER SVC.,INC	$2,522.50
11492	12/14/22	P	UN18	UNIVERSAL ENGINEERING SCIENCES	$6,000.00
11493	12/14/22	P	US12	USABLUEBOOK	$3,410.74
11494	12/14/22	P	VER	VERIZON	$316.20
11495	12/14/22	P	WE10	WEDCO INC.	$2,831.40
11496	12/14/22	P	WF01	WELLS FARGO	$2,691.68
11497	12/14/22	P	WE18	WESTERN NEVADA SUPPLY CO.	$425.94
11498	12/14/22	P	SO10	SOUTH TAHOE REFUSE, INC.	$359.81
11499	12/28/22	P	ABBA	ABBA PUMP PARTS & SVC	$3,032.00
11500	12/28/22	P	AL16	ALPINE SMITH, INC.	$359.39
11501	12/28/22	P	AUTO01	AUTOMATIONDIRECT.COM, INC.	$2,067.00
11502	12/28/22	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$457.66
11503	12/28/22	P	BURNS	BURNS MACHINERY, INC.	$2,133.17
11504	12/28/22	P	CA12	CARSON VALLEY OIL CO., INC.	$5,459.10
11505	12/28/22	P	CH15	CHARTER COMMUNICATIONS	$274.95
11506	12/28/22	P	CIN10	CINDERLITE TRUCKING CORP.	$465.00
11507	12/28/22	P	FR01	FRONTIER	$49.03
11508	12/28/22	P	GR13	GRAINGER	$39.78
11509	12/28/22	P	HOMETO	HOMETOWN HEALTH	$18,278.18
11510	12/28/22	P	SIERRA	DBA SIERRA OFFICE SOLUTIONS	$136.35
11511	12/28/22	P	BOU11	BOULDER EXTERMINATORS, INC	$150.00
11512	12/28/22	P	LIBERT	LIBERTY UTILITIES	$36.52
11513	12/28/22	P	PR02	LINDE GAS & EQUIPMENT INC.	$115.28
11514	12/28/22	P	MORAN	MARK MORAN	$6.75
11515	12/28/22	P	PARODI	MASON PARODI	$110.00
11516	12/28/22	P	MET11	METLIFE - GROUP BENEFITS	$1,991.82
11517	12/28/22	P	GUT	MIKE GUTIERREZ	$285.00
11518	12/28/22	P	MO19	MOTION INDUSTRIES, INC.	$51.39
11519	12/28/22	P	OREILL	O'REILLY AUTOMOTIVE, INC.	$387.94

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Douglas County Lake Tahoe Sewer Auth.

AP Check Register (Current by Bank)

Check Dates: 11/11/2022 to 1/17/2023

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
11520	12/28/22	P	AN12	R.O. ANDERSON ENGINEERING, INC	$4,213.75
11521	12/28/22	P	RO12	ROUND HILL GENERAL IMP. DIST.	$21.93
11522	12/28/22	P	KI13	KINGSBURY AUTOMOTIVE	$69.98
11523	12/28/22	P	SIL4	SILVER STATE ANALYTICAL LAB	$718.00
11524	12/28/22	P	ST09	STANDARD INSURANCE COMPANY	$546.98
11525	12/28/22	P	AB01	SUMMIT FIRE & SECURITY	$425.75
11526	12/28/22	P	TE11	TESCO CONTROLS INC	$620.00
11527	12/28/22	P	US12	USABLUEBOOK	$313.38
11528	12/28/22	P	VI12	VISION SERVICE PLAN - (AT)	$286.96
11529	12/28/22	P	WE18	WESTERN NEVADA SUPPLY CO.	$2,739.00
11530	01/12/23	P	AL17	ALHAMBRA	$24.10
11531	01/12/23	P	AL01	ALLISON MACKENZIE, Ltd.	$2,695.00
11532	01/12/23	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$743.12
11533	01/12/23	P	CA12	CARSON VALLEY OIL CO., INC.	$1,295.83
11534	01/12/23	P	DTS	DIGITAL TECHNOLOGY SOLUTIONS	$211.50
11535	01/12/23	P	GI20	DOUGLAS GIBSON	$299.28
11536	01/12/23	P	FREDH	FRED HOWARD	$564.41
11537	01/12/23	P	GR13	GRAINGER	$485.67
11538	01/12/23	P	HDR01	HDR, ENGINEERING, INC.	$2,898.72
11539	01/12/23	P	SIERRA	DBA SIERRA OFFICE SOLUTIONS	$1.83
11540	01/12/23	P	PH12	JOHN PHILLIPS	$482.86
11541	01/12/23	P	KI11	KINGSBURY GENERAL IMP. DIST.	$1,166.82
11542	01/12/23	P	HOL1	MICHAEL HOHL AUTOMOTIVE	$83.78
11543	01/12/23	P	MO19	MOTION INDUSTRIES, INC.	$86.33
11544	01/12/23	P	NV01	NV ENERGY	$28,128.94
11545	01/12/23	P	OREILL	O'REILLY AUTOMOTIVE, INC.	$102.58
11546	01/12/23	P	SIL4	SILVER STATE ANALYTICAL LAB	$1,275.00
11547	01/12/23	P	SO10	SOUTH TAHOE REFUSE, INC.	$523.36
11548	01/12/23	P	SO13	SOUTHWEST GAS	$2,483.22
11549	01/12/23	P	NE42	STATE OF NV. P.E.B.P.	$1,377.55
11550	01/12/23	P	SU13	SUMMIT PLUMBING CO., LLC	$4,725.00
11551	01/12/23	P	TA01	TAHOE BASIN CONTAINER SVC.,INC	$2,117.50
11552	01/12/23	P	US12	USABLUEBOOK	$32.55
11553	01/12/23	P	VER	VERIZON	$316.38
11554	01/12/23	P	WE10	WEDCO INC.	$3,122.47
11555	01/12/23	P	WF01	WELLS FARGO	$2,607.28
11556	01/12/23	P	WE18	WESTERN NEVADA SUPPLY CO.	$3,149.34
				BANK WFCHK REGISTER TOTAL:	**$337,985.81**
				GRAND TOTAL :	**$337,985.81**

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Douglas County Lake Tahoe Sewer Auth.

GL Entry Report - Batch Order

Year: All / Date: 11/16/2022 - 1/17/2023

Entry #	Date	Document	Job	Account	Description	Debits	Credits	Balance
BATCH: 7966	**JOURNAL: B**		**STATUS: Posted**	**PERIOD: 2023 - 6**	**CREATED: 12/05/22 by YHJ**			
142078	12/01/22			486.1100	CHECK PRINTING & ENVELOPES	$614.30	$0.00	$614.30
142079	12/01/22			101.1000	CHECK PRINTING & ENVELOPES	$0.00	$614.30	$0.00
					BATCH 7,966 TOTALS:	**$614.30**	**$614.30**	**$0.00**
BATCH: 7973	**JOURNAL: B**		**STATUS: Posted**	**PERIOD: 2023 - 7**	**CREATED: 12/14/22 by YHJ**			
142092	01/03/23			265.4000	DEBT SVC. SRF LOANS	$62,116.43	$0.00	$62,116.43
142093	01/03/23			270.4000	DEBT SVC. SRF LOANS	$222,022.13	$0.00	$284,138.56
142094	01/03/23			705.4000	DEBT SVC. SRF LOANS	$8,132.14	$0.00	$292,270.70
142095	01/03/23			706.4000	DEBT SVC. SRF LOANS	$93,595.94	$0.00	$385,866.64
142096	01/03/23			101.4000	DEBT SVC. SRF LOANS	$0.00	$385,866.64	$0.00
					BATCH 7,973 TOTALS:	**$385,866.64**	**$385,866.64**	**$0.00**
BATCH: 7982	**JOURNAL: B**		**STATUS: Posted**	**PERIOD: 2023 - 7**	**CREATED: 12/28/22 by YHJ**			
142244	01/13/23			414.1100	DEC. PERS CONTRIBS	$12,838.16	$0.00	$12,838.16
142245	01/13/23			415.1100	DEC. PERS CONTRIBS	$12,838.16	$0.00	$25,676.32
142246	01/13/23			101.1000	DEC. PERS CONTRIBS	$0.00	$25,676.32	$0.00
					BATCH 7,982 TOTALS:	**$25,676.32**	**$25,676.32**	**$0.00**
					TOTAL OF ALL JOURNAL(S):	**$412,157.26**	**$412,157.26**	