NOTICE OF REGULAR MEETING OF

BOARD OF TRUSTEES OF

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

WEDNESDAY, APRIL 19, 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 April 19, 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/89365458574?pwd=cmo3TjNZRDlHL0FUV0x6TWluN3pKUT09

Meeting ID: **893 6545 8574**
Passcode: **451595**
Phone: **+1 669 900 6833**

Copies of this Notice are posted in the following locations:

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

U.S. Post Office
Kingsbury Grade
Stateline, Nevada

Lake Village Homeowners Association
Lake Village Clubhouse
Stateline, Nevada

Douglas County Administration Building
175 Highway 50
Stateline, Nevada

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

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
REGULAR MEETING AGENDA
WEDNESDAY, APRIL 19, 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. Roll Call
3. Recognition of Others in Attendance
4. Public Comment - for discussion only
5. Approval of Agenda - **for possible action.**
6. Minutes of Prior Meeting of the Board of Trustees (March 15, 2023) – **for possible action.**
7. Authority Manager's Report (Rob Hopkins)
    A. General Status Report

8. Engineer's Report

   A. General Projects Status Report.

9. Attorney's Report

   A. Status of Updated Agreement Between the Authority and Elk Point Sanitation District – for discussion only

10. Controller's Report

   A. General Status Report

   B. Discussion and possible adoption of the Authority's 5-year Capital Development Plan prior to submission to the Nevada State Department of Taxation – **for possible action.**

   C. Investment Report

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

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

13. Final Public Comment

14. Adjournment

CERTIFICATE OF POSTING

I hereby certify that, prior to 9:00 A.M. on this date, I personally posted a copy of the foregoing Notice of 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 April, 2023.

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

MINUTES OF REGULAR MEETING OF
THE BOARD OF TRUSTEES OF
DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
March 15, 2023

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, March 15, 2023, at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

ROLL CALL:

Present were Trustees John McLaughlin, Andy Huckbody, Wes Rice and Keith Fertala. Jodie Nelson joined the meeting a few minutes late during presentation of agenda item number 8.

RECOGNITION OF OTHERS IN ATTENDANCE:

Also present were Authority Manager Rob Hopkins, Authority Controller Paula East-Janicki, Authority Accountant Ying Johnson, Authority Engineer, Rob Anderson, the Authority's legal counsel, Jim Cavilia and Paul Kearney of Summit Plumbing.

PUBLIC COMMENT:

Trustee Rice inquired about recent flooding at the Authority's Beach Pump Station. Authority Manager, Rob Hopkins indicated that the subject would be fully covered during his report

APPROVAL OF AGENDA:

It was moved by Trustee Rice, seconded by Trustee Huckbody and carried unanimously (4-0) that the agenda be approved and adopted as presented.

MINUTES OF PRIOR MEETING:

It was moved by Trustee Huckbody, seconded by Trustee Rice and carried unanimously (3-0) that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated February 15, 2022, be approved as presented.

Discussion and possible extension of the contract for South Tahoe Refuse biosolids trucking, a sole source provider, at a rate of $422.00 per trip, an increase of 4.2%.

Mr. Hopkins explained that South Tahoe Refuse continues to be the only available company for biosolids hauling and that the only alternative for the Authority would be to purchase the vehicle and equipment necessary to complete the work in house. Based upon the relatively modest price increase, Mr. Hopkins recommended approval of the contract extension. Following a brief discussion among the Trustees, **it was moved by Trustee Rice and seconded by Trustee Fertala**

that the contract extension with South Tahoe Refuse be approved as presented. Chairman McLaughlin opened the floor to public comment regarding the matter. There was no public comment. **The motion carried unanimously (4-0).**

Discussion and possible extension of the contract with Summit Plumbing for the line cleaning services of $63,000,00 per year.

Mr. Hopkins stated that the Authority has had a very long history with Summit Plumbing and that it has been a great partner of the Authority. Mr. Hopkins recommended approval of a three-year extension of the contract as provided for in the contract. In response to a question from Trustee Rice, Mr. Hopkins indicated that a Request for Proposals related to this service was completed in 2020 and that the proposed extension does not include any rate increase. Following a brief discussion among the Trustees, **it was moved by Trustee Rice and seconded by Trustee Fertala that the contract extension with Summit Plumbing be approved as presented.** Chairman McLaughlin opened the floor to public comment regarding the matter. There was no public comment. **The motion carried unanimously (4-0).**

Trustee Nelson joined the meeting.

Discussion and possible adoption of the Tentative Budget for Fiscal Year 2023-2024.

Authority Controller, Paula East-Janicki presented the Board with the Authority's tentative budget for the upcoming fiscal year pointing out that she began with this year's budget and added additional expenses based upon known increases. Ms. East-Janicki also reported that the budget provides for an increase of approximately $70,000 in Salary and Benefits costs based mainly on a mandated increase of 3.75% in Public Employee Retirement System (PERS) contributions. Overtime is also budgeted to increase based upon current staffing levels at the Authority.

Ms. East-Janicki also explained that the cost of utilities is expected to continue to increase and that the budget also provides for the costs related to the ongoing assessment of the Authority's sewage collection system. Ms. East-Janicki stressed that the cost of assessment of the collection system is borne entirely by the in-Authority users. Expenses are budgeted to increase by approximately 6.37% from the current fiscal year. Operating revenues are also budgeted to increase in order to cover the additional expenses. Ms. East-Janicki stated that total revenues annually include the Authority's $2.25 million capital assessment and that this assessment is shared among users based upon the annual flow report.

Regarding the tentative budget's cash flow schedule, Ms. East-Janicki pointed out that the biggest differences in planned expenses are that only approximately $290,000 is anticipated to be spent on the acquisition of capital assets and expenses related to debt service are increasing because payment on the Authority's $1.9 million State Revolving Fund Loan has begun.

The budget provides for relatively modest changes in rates as follows:

RHGID	up .28%
TDD	up .87%

KGID	down 4.8%
In-Authority – Residential	no change
In-Authoriy – Commercial	down 9.2% per 1,000 gals.

Ms. East-Janicki explained that because of the significant increase in In-Authority commercial flows, some commercial users will be paying more in total but less in terms of the cost per 1,000 gallons of sewage.

Following a brief discussion among the Trustees regarding the sewer rates in the various contributing districts and the differences between the residential and commercial rates, **it was moved by Trustee Fertala and seconded by Trustee Nelson that the 2023-2024 tentative budget be adopted as presented.** Chairman McLaughlin opened the floor to public comment regarding the matter. There was no public comment. **The motion carried unanimously (5-0).**

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 as the result of willows and a subsequent ice dam blocking the Burke Creek drainage, the Authority's Beach Pump Station was recently flooded requiring an emergency response from Authority staff as well as the Tahoe Douglas Fire Protection District. Mr. Hopkins stated that a Nevada Division of Forestry crew was also mobilized to assist with sandbagging efforts. Mr. Hopkins expressed his gratitude to all those who helped and indicated that there had been no spill of sewage and that the pump station did not sustain any permanent damage. Mr. Hopkins added that despite two stressful days, the flooding exposed some problems with the proposed realignment of Burke Creek and that, as a result of the flooding, some revisions will be made to the plan in order to reduce the risk of future flooding.

Trustee McLaughlin mentioned the issue of storm drains being blocked by plowed snow and a brief discussion ensued about the problem with buried fire hydrants and other issues due to this year's significant snowfall.

Mr. Hopkins reported that the Authority's 2022 Biosolids Report had been prepared by R.O. Anderson Engineering and submitted to the United States Environmental Protection Agency (EPA).

With regard to the possibility of warm, wet storms that would cause rapid snowmelt and significant inflow and infiltration, Mr. Hopkins explained that Authority management and staff walked through likely scenarios to reduce impacts to the treatment facilities.

Mr. Hopkins stated that Authority staff was in the final stages of updating the Authority's Emergency Procedures and Emergency Action Plan based on the Authority's new equipment since the last update.

With regard to the treatment plant upgrade project, Mr. Hopkins indicated that the project has been submitted for the Project of the Year with the American Public Works Association after the project was recently recognized as the Project of the Year in Nevada in the $10 to $20 million category.

Mr. Hopkins reported that a number of Authority staff members will be attending he Nevada Water Environment Association conference in Reno, providing continuing education credits necessary to maintain required certifications.

With regard to the Tahoe South Events Center, Mr. Hopkins indicated that conditional approval of the sewer upgrade work is pending final review and feedback from R.O. Anderson Engineering.

Mr. Hopkins stated that performance testing and training on the Authority's new emergency backup pump at the Main Pump Station has recently been completed.

With regard to an inquiry from Trustee Fertala regarding the clearing of vegetation at the plant, Mr. Hopkins indicated that it was his understanding than some additional thinning would take place this year.

Chairman McLaughlin 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 March 13, 2023, briefly summarizing various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The March 13, 2023 correspondence is incorporated in these minutes by this reference.

Mr. Anderson reported that his work with regard to the new site plan for the Beach Pump Station was continuing and the recent flooding may provide the impetus to get the design approved more quickly.

With regard to the mechanical building re-roofing project, Mr. Anderson indicated that he was working with the contractor to ensure that the appropriate insurance coverage is in place and that the contractor is ready to proceed when the weather conditions permit.

Mr. Anderson reiterated that the annual Biosolids Report has been submitted to the EPA.

Mr. Anderson also provided the Board with a year-to-date sewer flow report showing sewer flows from the contributing districts. Mr. Hopkins added that flow to the plant was up significantly

because of inflow and infiltration from the extreme precipitation this year. Mr. Hopkins explained that the inflow of fresh water to the plant does have an impact on the treatment process. Mr. Anderson proceeded to explain how the amount of inflow and infiltration in the collection systems will be exposed this year because of the volume of precipitation.

In response to a question from Trustee Nelson about a spike in flow from RHGID on a particular day, Mr. Anderson explained that because RHGID's new flow meter has not yet been installed, calculation of RHGID's flow involves some estimation at this point. Mr Anderson stated that these anomalies should be cleared up following installation of the new meter. Trustee Fertala added that RHGID's new meter is scheduled to be installed this year.

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

Discussion and possible acceptance of the relocated South Tahoe Public Utility District Intertie constructed by Edgewood Companies.

Mr. Anderson explained that Edgewood Companies has completed installation of the relocated South Tahoe Public Utility District (DCSID) Intertie and he was waiting for some additional information before the improvement would be ready for formal acceptance by the Authority.

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

Discussion and possible acceptance of the upsized sanitary sewer mains constructed as part of the Tahoe South Events Center.

Mr. Anderson indicated that inspections of the upsized sanitary sewer mains constructed as part of the Tahoe South Events Center have been completed and that as-built plans have been provided to the Authority. Mr. Anderson recommended that the Board formally accept the improvements.

It was moved by Trustee Nelson and seconded by Trustee Fertala that the upsized sanitary sewer mains constructed as part of the Tahoe South Events Center be accepted by the Authority. Chairman McLaughlin opened the floor to public comment regarding the matter. There was no public comment. **The motion carried unanimously (5-0).**

Attorney's Report

A. Status of Updated Agreement between the Authority and Elk Point Sanitation District.

The Authority's legal counsel, Jim Cavilia, reported that a draft agreement with the Elk Point Sanitation District (EPSD) has been prepared that will generate the funds required for the Authority to provide the necessary improvements to the EPSD sewage collection system and properly maintain the system going forward. Mr. Cavilia indicated that the new cost to EPSD had

been communicated to representatives of EPSD and he was hopeful that the proposed agreement would be considered by the EPSD Board in the near future.

Chairman McLaughlin 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 are approximately 8.2% under budget through January and that inflow to the plant is up approximately 3.4% this year when compared to last year. Ms. East-Janicki stated the increase at the Beach Pump Station was likely the result of inflow and infiltration as explained by Mssrs. Hopkins and Anderson earlier in the meeting.

Chairman McLaughlin 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 $14.8 million invested and that the only increase since last month in the amount held is the result of interest income. Ms. East-Janicki explained that each of the Authority's certificates of deposit (CDs) are held with different financial institutions in amounts less than federal insurance amount of $250,000.

Chairman McLaughlin 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.

The claims were signed off on by Chairman McLaughlin.

Chairman McLaughlin 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 Nelson reported that Kingsbury General Improvement District (KGID) is currently waiting on bids for a water line project and that the staff is continuing to deal with significant snowfall and its impacts.

Trustee Huckbody reported that Tahoe Douglas District (TDD) recently dealt with some flooding issues as the result of storm drains being blocked by snow.

Trustee Fertala reported that Round Hill General Improvement District (RHGID) was considering approximately $1.1 million in road improvements in the future. Additionally, RHGID is dealing with snow removal and maintaining appropriate drainage. Trustee Fertala reiterated that installation of RHGID's new flow meter remains a priority.

Trustee Rice reported on behalf of Douglas County that the Kahle St. improvement project has been fully funded and despite some continued resistance, funds have been released by the County for the micro-transit project. Trustee Rice added that a proposed bill in the Nevada State Legislature to take control of the Tahoe Douglas Visitors Authority from the County Commission was not likely to be approved. Finally, Trustee Rice stated that the County has been dealing with some flooding issues in the Carson Valley.

Trustee McLaughlin reported that February was a difficult month for the tourism industry as a result of the winter storms seeming to arrive every weekend. Trustee McLaughlin stated that he is hopeful that the extended ski season will bring additional economic activity to the area. Finally, Trustee McLaughlin stated that the opening of the TSEC is still being delayed by a switchgear that is needed to complete the project and that events are now being booked for August of this year.

Chairman McLaughlin 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 10:55 a.m.

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APPROVED

_____

4892-0788-4121, v. 1

Meeting Date: April 19th, 2023

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report – April 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. DCLTSA has entered into an agreement with Public Sector Personnel Consultants (PSPC) to conduct a salary survey to update DCLTSA compensation tables. PSPC will compare job descriptions from agencies of similar size, responsibilities, and geographic / demographic areas. The survey has typically been done by DCLTSA every 4 to 5 years to keep compensation levels up to date and competitive with area agencies.

2. 1st Quarter 2023 groundwater well monitoring has been completed for the Park Cattle and mothballed Buckeye Reservoir effluent disposal sites. This sampling work is routinely done as part of the quarterly Discharge Monitoring Report we submit to the NDEP. The 1st Quarter 2023 DMR should be completed and submitted this week.

3. HDR Engineering has completed the updates for the DCLTSA Operations and Maintenance Manual, and electronic and hard copies have been received by the Authority.

4. New electrical and controls cabinets for the Return Activated Sludge (RAS) system at the Plant have been received at the TESCO controls facility in Sacramento and are expected to be delivered to the Authority by the end of the month. The new RAS panels are the final piece of work related to the Treatment Plant Improvements Project. This piece of equipment and work was removed from the overall Improvements Project, as we decided to do the work in-house to keep the overall Treatment Plant Improvements Project on budget. The Authority is truly fortunate to have the talent in-house to do this kind of work.

5. Authority staff have completed in-house construction of an overhead bridge crane at the Main Pump Station to facilitate removal and servicing of the new

engine-driven emergency backup pump. The pump itself resides in the sewer wet well of the pump station, and having a crane immediately available will save labor during routine maintenance by greatly expediting pump removal.

6. Work on the Mechanical Building Re-Roofing Project began the week of April 10th. (Photo attached)

7. Authority staff and authority Engineer R.O. Anderson participated in a Microsoft Teams meeting with the U. S Forest Service and the Nevada Tahoe Conservation District to discuss the Authority's desire to maintain some form of emergency access to the Beach Pump Station from the Tahoe Beach Club (South) side of the Pump Station. Recent flooding has highlighted the need for two points of access to the station. Several concepts have been proposed to the USFS and NTCD, ranging from elevating the existing paved access and constructing box culverts, to more subtle solutions such as reinforcing the bottom of the creek with concrete block to support emergency vehicles. Further details may be obtained from our Engineer, Rob Anderson. (Photos attached)



Mechanical Building Re-roofing Project underway



Existing semi-flooded paved access to Beach Pump Station – near the proposed new creek bed.



Conceptual Articulated Block roadway that would allow creek flow while supporting emergency access.

CONTROLLER'S GENERAL STATUS REPORT

April 19, 2023

- There is a Budget to Actual spreadsheet in the Board packet that shows operating expenses through February were 7.29% under budget. As before, most of that underage comes from the Salaries and Benefits category.

- As Rob reported, Public Sector Personnel Consultants, who have done two previous salary studies for us, have begun an updated study. It will be different than ever before because we have fewer staff members and all of the operations and maintenance staff have combined job descriptions. They are required to perform both jobs. Therefore, the study will take those things into account as well as finding like-job classifications in other entities.

  The cost for doing the study will be $2,000.

- Through March this year, overall influent flows are up approximately 6.2% from the same period in 2022. Since at the end of February it was only 3.4%, I suspect it's mostly inflows and infiltration. All the districts' flows have increased similarly.

- **5 Year Capital Development Plan**

There have been a few changes made to the Capital Development Plan since I submitted it to the Board for review in February. It has become clear that of the $1.5 million set aside for the Pump Station Improvements, due to long lead times for ordering equipment, we will likely only spend $400,000 in the current fiscal year on the Bypass

Pumping system and other piping at the Main. Therefore, I've moved $1.1 million into next year in the same category.

As Rob reported, the RAS cabinet, which we removed from the Plant Improvements Project, will be here soon. Eric will be building the control panel to finish that project out. The cost for those things will be approximately $90,000 and is still listed in the CDP under the current year. By removing it from the project and doing it in-house it saved the Authority approximately $250,000.

$190,000 for design costs is in the plan to begin the Export Line Replacement next year. As you can see, we have $8 million spread over 4 years for that project. Last week we were informed that Incline Village is replacing their export line too, with the cost being $55 million for 6.5 miles of pipe, spread over 4 years. With construction costs escalating the way they have, we will need to identify line segments with the greatest risk and proceed as funding allows.

After addressing any questions you might have, I would ask the Board to adopt the 5-year Capital Development Plan as presented, so that it can be submitted to the Department of Taxation and the figures on it used in the final budget for next year.

- **Investment Report**

The Authority's investments still total more than $14.8 million. The only change from last month has been the addition of interest. The breakdown of investments is as follows:

  - $742, 243 in Wells Fargo investment checking
  - $11,087,511 in Local Government Investment Pool accounts

- $90,166 in the Wells Fargo money market holding account that is linked to the CDs
- $2,940,000 in 12 CDs laddered to mature over the next 19 months

The average interest rate for the CD holdings is currently 3.51%. LGIP paid 3.718% last 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

JULY - FEBRUARY 2022-2023 BUDGET VS. ACTUAL

	FEBRUARY	Budgeted	Variance	Comments
Salaries	$ 760,888.11	$ 806,454.00	$ 45,565.89	
OT/Callback	$ 34,747.28	$ 23,387.33	$ (11,359.95)	Snow Removal!
Holiday	$ 2,104.70	$ 14,425.33	$ 12,320.63	10 Holidays of 11
NTD			$ -	
Longevity	$ 1,880.00	$ 1,880.00	$ -	Paid Yearly - December
Stand-By Pay	$ 11,803.98	$ 10,642.67	$ (1,161.31)	Standby Hours Added
Health Insurance	$ 195,247.87	$ 219,868.00	$ 24,620.13	
State Retirement (PERS)	$ 208,559.78	$ 243,459.33	$ 34,899.55	
SIIS (Workers Comp)	$ 14,485.33	$ 31,891.33	$ 17,406.00	Lower Increase than Budgeted
Medicare Tax	$ 11,993.97	$ 12,414.67	$ 420.70	
Unemployment Insurance	$ 48.00	$ 7,800.00	$ 7,752.00	Annual EMRB Fee/ No one on Unemployment
Contract Svcs	$ -	$ -	$ -	
OPEB Expense	$ 20,000.00	$ 20,000.00	$ -	Estimate
Salaries/Benefits	**$ 1,261,759.02**	**$ 1,392,222.67**	**$ 130,463.64**	
Electric Power	$ 203,196.85	$ 158,500.00	$ (44,696.85)	Rate Increased
Electric Power - BPS	$ 12,644.26	$ 10,000.00	$ (2,644.26)	"
Electric Power - MPS	$ 50,257.32	$ 42,333.33	$ (7,923.99)	"

JULY - FEBRUARY 2022-2023 BUDGET VS. ACTUAL

	FEBRUARY	Budgeted	Variance	Comments
Natural Gas	$ 8,434.06	$ 6,666.67	$ (1,767.39)	Highest Use Time of Year
Natural Gas - BPS	$ 912.46	$ 800.00	$ (112.46)	"
Natural Gas - MPS	$ 207.62	$ 243.33	$ 35.71	"
Water	$ 7,779.10	$ 8,266.67	$ 487.57	
Water - BPS	$ 2,133.37	$ 2,666.67	$ 533.30	
Water - MPS	$ 102.34	$ 6,733.33	$ 6,630.99	Fully installed Mechanical Seals
Solid Waste Removal	$ 4,604.58	$ 3,903.33	$ (701.25)	Grit from Headworks
Utilities	**$ 290,271.96**	**$ 240,113.33**	**$ (50,158.63)**	
Chemicals	$ 51,283.72	$ 67,000.00	$ 15,716.28	
Lab Supplies	$ 4,785.96	$ 5,166.67	$ 380.71	
Supplies	$ -	$ -	$ -	
Chemicals/Supplies	**$ 56,069.68**	**$ 72,166.67**	**$ 16,096.99**	
Legal Services	$ 27,930.00	$ 26,666.67	$ (1,263.33)	
Accounting	$ 45,870.53	$ 40,866.67	$ (5,003.86)	Audit Fees will smooth by year end
Legal/Accounting	**$ 73,800.53**	**$ 67,533.33**	**$ (6,267.20)**	

JULY - FEBRUARY 2022-2023 BUDGET VS. ACTUAL

	FEBRUARY	Budgeted	Variance	Comments
Engineering	$ 32,957.50	$ 33,333.33	$ 375.83	
Engineering - BPS	$ -		$ -	
Engineering - MPS	$ -		$ -	
Engineering - In-District	$ -		$ -	
Consulting	$ 1,000.00	$ 16,000.00	$ 15,000.00	JNA for Debt Management Report
Engineering/Consulting	**$ 33,957.50**	**$ 49,333.33**	**$ 15,375.83**	
Maintenance Export Line	$ -	$ 6,333.33	$ 6,333.33	
Maintenance Collection System	$ 42,000.00	$ 87,000.00	$ 45,000.00	No bill yet for camera assessment.
Repairs Collection System	$ 9,455.24	$ 1,000.00	$ (8,455.24)	Manhole Lids & Clean-out
Computer/Network Infrastructure	$ 3,892.82	$ 1,333.33	$ (2,559.49)	SCADA Printer & Server Hard Drives
Annual Software Licenses	$ 20,854.04	$ 16,333.33	$ (4,520.71)	Incl. ann pmt for erPortal
SCADA Support	$ -	$ 12,000.00	$ 12,000.00	
Repairs - Vehicles	$ 13,935.80	$ 3,366.67	$ (10,569.13)	Winter tires on 4 trucks/ Underbudgeted
Repairs - Mechanical	$ 31,923.22	$ 24,666.67	$ (7,256.55)	Cartridge Seals - Export Pumps & EP Check Valve
Repairs - Mechanical BPS	$ 952.10	$ 3,333.33	$ 2,381.23	
Repairs - Mechanical MPS	$ 13,792.07	$ 4,000.00	$ (9,792.07)	Impeller & Shaft Repairs/ Pump Bearings

JULY - FEBRUARY 2022-2023 BUDGET VS. ACTUAL

	FEBRUARY	Budgeted	Variance	Comments
Emergency Repairs	$ 701.28	$ -	$ (701.28)	
Repairs Bldg & Grounds	$ 3,727.07	$ 5,200.00	$ 1,472.93	
Repairs Bldg & Grounds - BPS	$ -	$ 666.67	$ 666.67	
Repairs Bldg & Grounds - MPS	$ -	$ -	$ -	
Repairs Heating	$ 622.84	$ 550.00	$ (72.84)	
Repairs Heating	$ -	$ 666.67	$ 666.67	
Repairs Heating	$ -	$ -	$ -	
Repairs Electrical	$ 3,173.05	$ 5,116.67	$ 1,943.62	
Repairs Electrical	$ 339.12	$ 666.67	$ 327.55	
Repairs Electrical	$ -	$ 333.33	$ 333.33	
Repairs Instruments	$ 10,929.00	$ 6,666.67	$ (4,262.33)	Annual SmartCover Warranty
Equipment Rental	$ -	$ 2,000.00	$ 2,000.00	
Maintenance Supplies	$ 12,158.37	$ 8,733.33	$ (3,425.04)	Stainless Steel Pipe Fittings - In House Projects
Safety Equipment	$ 5,127.08	$ 6,666.67	$ 1,539.59	
Odor Control System Maintenance	$ 51.39	$ 6,000.00	$ 5,948.61	
Repairs/Maintenance	**$ 173,634.49**	**$ 202,633.33**	**$ 28,998.84**	

JULY - FEBRUARY 2022-2023 BUDGET VS. ACTUAL

	FEBRUARY	Budgeted	Variance	Comments
Casualty Insurance	$ 63,249.28	$ 72,277.33	$ 9,028.05	
Pollution Liability Insurance	$ -	$ -	$ -	
Insurance	**$ 63,249.28**	**$ 72,277.33**	**$ 9,028.05**	
Telephone	$ 12,757.33	$ 13,000.00	$ 242.67	
Telephone	$ 273.10	$ 266.67	$ (6.43)	
Telephone	$ -	$ -	$ -	
Small Tools & Equipment	$ 6,912.46	$ 7,016.67	$ 104.21	
Laundry and Linen	$ 1,146.28	$ 2,333.33	$ 1,187.05	
Forest Svc. Fee	$ 378.87	$ 333.33	$ (45.54)	
Training, Dues & Subscriptions	$ 4,510.99	$ 3,333.33	$ (1,177.66)	Incl. DM Utility Conference
Office Expenses	$ 5,644.28	$ 6,000.00	$ 355.72	
Travel	$ -	$ -	$ -	
Sample Testing	$ 34,958.00	$ 47,150.00	$ 12,192.00	
Operating Lease	$ -	$ -	$ -	
Biosolids Disposal	$ 31,958.04	$ 38,900.00	$ 6,941.96	
Underground Service Alert	$ 594.13	$ 333.33	$ (260.80)	Ann. Membership Fee

JULY - FEBRUARY 2022-2023 BUDGET VS. ACTUAL

	FEBRUARY	Budgeted	Variance	Comments
Permit Fees	$ 9,589.18	$ 8,166.67	$ (1,422.51)	Most Paid at Beginning of Year
Misc Exp and Bank Fees	$ -	$ 6,133.33	$ 6,133.33	
Other Operating Expenses	**$ 108,722.66**	**$ 132,966.67**	**$ 24,244.01**	
Fuels and Lubricants	$ 21,967.50	$ 17,906.67	$ (4,060.83)	Diesel Fuel - Power Outages
Fuels & Lubricants	**$ 21,967.50**	**$ 17,906.67**	**$ (4,060.83)**	
Total Operating Expenses July - Feb	**$ 2,083,432.62**	**$ 2,247,153.33**	**$ 163,720.71**	
			7.29%	

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
CAPITAL DEVELOPMENT PLAN

Presented to the Board - April 19, 2023

Project		Actual Prior 17 Years	Budgeted 2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	Total
Priority Projects									
Main and Beach Pump Station Electrical	Design/Permits			$50,000					$50,000
and Equipment Improvements	Construction		$400,000	$1,050,000					$1,450,000
	Total	$0	$400,000	$1,100,000					$1,500,000
Aeration Basin, Grit	Design/Permits	$1,639,029							$1,639,029
and Headworks Improvements	Construction	$7,306,054	$90,000						$7,396,054
	Total	$8,945,083	$90,000						$9,035,083
Effluent Pipeline Replacement	Design/Permits	$637,914		$190,000					$827,914
	Construction	$1,100,000			$2,000,000	$2,000,000	$2,000,000	$2,000,000	$9,100,000
	Total	$1,737,914	$0	$190,000	$2,000,000	$2,000,000	$2,000,000	$2,000,000	$9,927,914
Underground Emergency Storage	Design/Permits					$320,000			$320,000
	Construction						$1,600,000		$1,600,000
	Total	$0	$0	$0	$0	$320,000	$1,600,000		$1,920,000
Lower Priority - To Be Deferred									
Metering for IS-2 Energy	Total								$0
Pine Nut Reservoir Rebuild/Line	Design/Permits	$579,518							$579,518
(Future $12,000,000 not represented here)	Construction								$0
	Total	$579,518							$579,518
Completed Projects									
Reservoir Sludge Removal	Total	$1,078,607							$1,078,607
Main Pump Station Rehabilitation	Total	$2,210,198							$2,210,198
Underground Emergency Storage (Initial)	Total	$2,317,557							$2,317,557
STPUD Inter-tie		$1,411,476							$1,411,476
Muller Effluent Line Relocation (Per NDOT)	Total	$701,835							$701,835
Automated Sampling	Total	$616,993							$616,993
Reservoir Sludge Removal	Total	$1,078,607							$1,078,607
Beach Pump Station Rehabilitation	Total	$453,810							$453,810
Sodium Hypochlorite Conversion	Total	$830,594							$830,594
Reservoir Lining Design	Total	$750,277							$750,277
Back-up Centrifuge	Total	$258,196							$258,196
SCADA System/Fiber Connectivity	Total	$514,157							$514,157
Thickener Project	Total	$215,431							$215,431
Prior Years' Completed Projects	Total	$13,730,700							$13,730,700
Expenditures: Projects		$37,430,953	$490,000	$1,290,000	$2,000,000	$2,320,000	$3,600,000	$2,000,000	$44,023,680
Debt Service		$2,058,529	$456,115	$771,733	$771,733	$771,733	$680,950	$656,093	$6,166,886
Resources: USACE Grant		$8,069,648							$8,069,648
EPA Grant (STAG)		$382,300							$382,300
SRLF		$10,491,595	$748						$10,492,343
Transfer from GF/PR Fund		$2,770,000							$2,770,000
Assessments		$19,500,002	$2,250,000	$2,250,000	$2,250,000	$2,250,000	$2,250,000	$2,250,000	$33,000,002
Interest Earned		$1,593			$0	$0			$1,593
Difference in Year End Payables									
Ending Cash Balance		**$4,992,940**	**$6,297,573**	**$6,485,840**	**$5,964,107**	**$5,122,374**	**$3,091,424**	**$2,685,331**	$2,685,331

Douglas County Lake Tahoe Sewer Auth.

AP Check Register (Current by Bank)

Check Dates: 3/15/2023 to 4/19/2023

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: WFCHK - WELLS FARGO CHECKING					**101.1000**
11685	03/22/23	P	AERZEN	AERZEN USA CORP	$5,059.20
11686	03/22/23	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$805.14
11687	03/22/23	P	CA12	CARSON VALLEY OIL CO., INC.	$810.07
11688	03/22/23	P	CH15	CHARTER COMMUNICATIONS	$274.95
11689	03/22/23	P	CODALE	CODALE ELECTRIC SUPPLY	$21.34
11690	03/22/23	P	FASTEN	FASTENAL COMPANY	$1,396.77
11691	03/22/23	P	HDR01	HDR, ENGINEERING, INC.	$15,280.04
11692	03/22/23	P	WRENN	IAN WRENN	$140.00
11693	03/22/23	P	BOU11	BOULDER EXTERMINATORS, INC	$150.00
11694	03/22/23	P	MET11	METLIFE - GROUP BENEFITS	$1,991.82
11695	03/22/23	P	MO19	MOTION INDUSTRIES, INC.	$50.26
11696	03/22/23	P	OREILL	O'REILLY AUTOMOTIVE, INC.	$68.38
11697	03/22/23	P	PACMAC	PAC MACHINE CO., INC.	$1,647.30
11698	03/22/23	P	PRO	PRO SYSTEMS, INC.	$145.00
11699	03/22/23	P	RO12	ROUND HILL GENERAL IMP. DIST.	$21.93
11700	03/22/23	P	KI13	KINGSBURY AUTOMOTIVE	$51.74
11701	03/22/23	P	SIL4	SILVER STATE ANALYTICAL LAB	$582.00
11702	03/22/23	P	SO13	SOUTHWEST GAS	$2,779.70
11703	03/22/23	P	UN18	UNIVERSAL ENGINEERING SCIENCES	$12,000.00
11704	03/22/23	P	US12	HD SUPPLY, INC./ USABLUEBOOK	$2,800.09
11705	03/22/23	P	WE10	WEDCO RENO	$57.80
11706	03/22/23	P	WE18	WESTERN NEVADA SUPPLY CO.	$701.28
11707	04/06/23	P	AL17	ALHAMBRA	$24.10
11708	04/06/23	P	BE15	BENTLY FAMILY LTD PARTNERSHIP	$456.12
11709	04/06/23	P	CA12	CARSON VALLEY OIL CO., INC.	$703.61
11710	04/06/23	P	CA25	CASHMAN EQUIPMENT COMPANY	$8,616.51
11711	04/06/23	P	CODALE	CODALE ELECTRIC SUPPLY	$310.00
11712	04/06/23	P	DTS	DIGITAL TECHNOLOGY SOLUTIONS	$206.50
11713	04/06/23	P	GI20	DOUGLAS GIBSON	$299.28
11714	04/06/23	P	FASTEN	FASTENAL COMPANY	$384.37
11715	04/06/23	P	FR01	FRONTIER	$49.38
11716	04/06/23	P	GR13	GRAINGER	$318.93
11717	04/06/23	P	US12	HD SUPPLY, INC./ USABLUEBOOK	$412.80
11718	04/06/23	P	HOMETO	HOMETOWN HEALTH	$18,278.18
11719	04/06/23	P	PH12	JOHN PHILLIPS	$482.86
11720	04/06/23	P	KI12	KINGSBURY HARDWARE	$137.13
11721	04/06/23	P	LIBERT	LIBERTY UTILITIES	$9.43
11722	04/06/23	P	AGUILA	MANNY AGUILAR	$164.90
11723	04/06/23	P	MO19	MOTION INDUSTRIES, INC.	$80.90
11724	04/06/23	P	NV01	NV ENERGY	$38,843.27
11725	04/06/23	P	EA13	PAULA EAST-JANICKI	$933.80
11726	04/06/23	P	AN12	R.O. ANDERSON ENGINEERING, INC	$19,104.75
11727	04/06/23	P	VAN1	RICK VAN HORN	$264.21
11728	04/06/23	P	SIL4	SILVER STATE ANALYTICAL LAB	$1,275.00
11729	04/06/23	P	SO10	SOUTH TAHOE REFUSE, INC.	$480.20
11730	04/06/23	P	ST09	STANDARD INSURANCE COMPANY	$566.81
11731	04/06/23	P	SU13	SUMMIT PLUMBING CO., LLC	$4,725.00
11732	04/06/23	P	TA01	TAHOE BASIN CONTAINER SVC.,INC	$2,927.50
11733	04/06/23	P	VER	VERIZON	$316.24
11734	04/06/23	P	VI12	VISION SERVICE PLAN - (AT)	$286.96
11735	04/06/23	P	WE10	WEDCO RENO	$1,688.18
11736	04/06/23	P	WF01	WELLS FARGO	$2,465.69
11737	04/06/23	P	WE18	WESTERN NEVADA SUPPLY CO.	$4,559.61
				BANK WFCHK REGISTER TOTAL:	**$156,207.03**

*** 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: 3/15/2023 to 4/19/2023

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
				GRAND TOTAL :	**$156,207.03**

*** 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: 3/15/2023 - 4/19/2023

Entry #	Date	Document	Job	Account	Description	Debits	Credits	Balance
BATCH: 8072	**JOURNAL: B**	**STATUS: Posted**	**PERIOD: 2023 - 9**	**CREATED: 03/09/23 by YHJ**				
143319	03/15/23			414.1100	FEB. PERS CONTRIBS	$12,889.56	$0.00	$12,889.56
143320	03/15/23			415.1100	FEB. PERS CONTRIBS	$12,889.56	$0.00	$25,779.12
143321	03/15/23			101.1000	FEB. PERS CONTRIBS	$0.00	$25,779.12	$0.00
					BATCH 8,072 TOTALS:	**$25,779.12**	**$25,779.12**	**$0.00**
BATCH: 8087	**JOURNAL: B**	**STATUS: Posted**	**PERIOD: 2023 - 10**	**CREATED: 03/29/23 by YHJ**				
143450	04/14/23			414.1100	PERS CONTRIBS MARCH	$18,951.87	$0.00	$18,951.87
143451	04/14/23			415.1100	PERS CONTRIBS MARCH	$18,951.87	$0.00	$37,903.74
143452	04/14/23			101.1000	PERS CONTRIBS MARCH	$0.00	$37,903.74	$0.00
					BATCH 8,087 TOTALS:	**$37,903.74**	**$37,903.74**	**$0.00**
					TOTAL OF ALL JOURNAL(S):	**$63,682.86**	**$63,682.86**	