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.

APPROVED

4892-0788-4121, v. 1

Meeting Date: March 15, 2023

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Discussion and possible action extending the line cleaning contract with Summit Plumbing Company

Staff Recommendation:

Staff requests Board authorize staff to extend the line cleaning contract with Summit Plumbing Company, per Section 4.02 of said contract.

Discussion/Report:

Per Section 4.02 of the May 1, 2020, Agreement between Douglas County Lake Tahoe Sewer Authority (DCLTSA) and Summit Plumbing (Summit), the DCLTSA Board of Trustees may vote to twice extend the original May 1, 20120 three-year cleaning agreement for a term of three years each for a total potential contract term of nine years. Staff is requesting the Board vote in the affirmative to initiate the option to commence with the first three-year contract extension. Should the Board agree, this term shall run from May 1, 2023, to April 30, 2026.

AUTHORITY CONTROLLER'S

TENTATIVE BUDGET REPORT

March 15, 2023

- Before we look at the budget forms themselves, I'd like to direct your attention to the Budget vs. Actual expense estimation workbook included in the Board packet just before the Budget forms.

    - There is a planned $70,380 increase in the salaries and benefits category due primarily to the State-mandated 3.75% PERS increase, and the Overtime necessary due to very short staffing.

    - The Power & Utilities category grew by $67,250 due to announced rate increases for electricity, natural gas and solid waste removal.

    - In Engineering and Consulting, there is a $112,035 planned expense for HDR's assessment of the Authority's collection lines. As I've mentioned before, that cost is only charged to In-Authority users.

    - In Fuels and Lubricants, I've estimated an increase of $8,000 for the year. That's based on the current year's costs through January.

    - Overall, the tentative Operations and Maintenance Budget increased $221,403 or 6.37%.

- Now, directing your attention to the formal tentative budget to be submitted to the Department of Taxation:

    - On Page 5, Operating Revenues at the top of the page, you will see an increase of more than $224,000 over last year's revenues. As an enterprise fund, the Authority's revenues must cover its operating expenses. On the budget that Operating Revenues figure includes the Capital Assessment portion of rates as O & M expenses.

- Still under Revenues, you can see that the Sewer Fees line increased (for In-Authority users) and the Contracts for other Districts decreased. This is because the flow percentage changed significantly, with the Casino Core flow increases in 2022.

- Under Operating Expenses, as well as the increases detailed in the Expense Estimation workbook, Depreciation is expected to increase because the Plant Upgrades project will be capitalized as soon as the O & M Manual is complete. Depreciation does not figure into rates, as presumably replacement projects will go onto the Capital Development Plan and be covered by the annual Special Assessment.

- On Page 6, the Statement of Cash Flows, the primary year to year differences are:

    - Under Item C (halfway down the page), Acquisition and Construction of Capital Assets. Only $290,000 is budgeted for the coming year, $190,000 for engineering of the Effluent Line Replacement, plus $100,000 for general capital outlay such as the replacement of smaller pumps and equipment.
    - Increases in Debt Service Interest and Principal because we've begun paying back the $9,000,000 Plant Upgrades loan from the State Revolving Fund.

- What the budget doesn't show is that, despite increased expenses, the impact on rates is minimal.
    - Round Hill's overall rates will decrease .28%
    - Tahoe Douglas District's rates will increase by .87%
    - KGID's rates will decrease by 4.8%.
    - In-Authority residential rates will remain level, at $576 per year, $48 per month.
    - Because the commercial flows increased more than 22% in 2022, the cost per 1,000/gallons decreased by almost 9.2%. For most commercial users, the overall cost increase from higher flows is

small, due to the rate decrease. Only Harrah's and Harvey's will see significant increases because their flows increased 42.7% and 29.4% respectively.

After any questions you might have are answered, I'd ask you to adopt the tentative budget as presented.

Douglas County Lake Tahoe Sewer Authority
Wastewater Reclamation Plant

P.O. Box 578, Zephyr Cove, NV 89448 **775-588-3558 • 775-588-1845 fax**

Nevada Department of Taxation
1550 College Parkway, Suite 115
Carson City, NV 89706-7921

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY herewith submits the **TENTATIVE** budget for the fiscal year ending **June 30, 2024**

This budget contains 1 funds, including Debt Service, requiring property tax revenues totaling $ 0

The property tax rates computed herein are based on preliminary data. If the final state computed revenue limitation permits, the tax rate will be increased by an amount not to exceed 0 If the final computation requires, the tax rate will be lowered.

This budget contains 0 governmental fund types with estimated expenditures of $ 0 and 1 proprietary funds with estimated expenses of $ **6,063,349**

Copies of this budget have been filed for public record and inspection in the offices enumerated in NRS 354.596 (Local Government Budget and Finance Act).

CERTIFICATION

I PAULA EAST-JANICKI
(Printed Name)
AUTHORITY CONTROLLER
(Title)
certify that all applicable funds and financial operations of this Local Government are listed herein.

Signed _____

Dated: March 15, 2023

Phone: 775/586-8575

APPROVED BY THE GOVERNING BOARD

_____

_____

_____

_____

_____

_____

_____

_____

SCHEDULED PUBLIC HEARING:
(Must be held from May 15, 2023 to May 31, 2023 this year)

Date and Time May 17, 2023 9:30 a.m. Publication Date May 4, 2023 Estimated

Place: Administrative Bldg., Wastewater Reclamation Plant, Round Hill, Nevada

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FULL TIME EQUIVALENT EMPLOYEES BY FUNCTION

	ACTUAL PRIOR YEAR ENDING 6/30/2022	ESTIMATED CURRENT YEAR ENDING 6/30/2023	BUDGET YEAR ENDING 6/30/2024
General Government			
Judicial			
Public Safety			
Public Works			
Sanitation	11	10	10
Health			
Welfare			
Culture and Recreation			
Community Support			
TOTAL GENERAL GOVERNMENT			
Utilities			
Hospitals			
Transit Systems			
Airports			
Other **Board Members**	5	5	5
TOTAL	16	15	15

POPULATION (AS OF JULY 1)	2550	2550	2550
SOURCE OF POPULATION ESTIMATE*	Sewer Connections	Sewer Connections	Sewer Connections
Assessed Valuation (Secured and Unsecured Only)	n/a	n/a	n/a
Net Proceeds of Mines			
TOTAL ASSESSED VALUE	n/a	n/a	n/a
TAX RATE General Fund			
Special Revenue Funds			
Capital Projects Funds			
Debt Service Funds			
Enterprise Fund	0	0	0
Other			
TOTAL TAX RATE	0	0	0

*** Use the population certified by the state in March each year. Small districts may use a number developed per the instructions (page 6) or the best information available.**

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
(Local Government)

SCHEDULE S-2 - STATISTICAL DATA

SCHEDULE A-2 PROPRIETARY AND NONEXPENDABLE TRUST FUNDS

Budget For Fiscal Year Ending June 30, 2024

Budget Summary for DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
(Local Government)

FUND NAME	*	OPERATING REVENUES (1)	OPERATING EXPENSES (2) **	NONOPERATING REVENUES (3)	NONOPERATING EXPENSES (4)	OPERATING TRANSFERS IN (5)	OPERATING TRANSFERS OUT(6)	NET INCOME (7)
PROPRIETARY	**E**	**5,959,193**	**5,869,750**	**398,484**	**193,599**	**0**	**0**	**294,328**
TOTAL		**5,959,193**	**5,869,750**	**398,484**	**193,599**	**0**	**0**	**294,328**

* FUND TYPES: E - Enterprise
I - Internal Service
N - Nonexpendable Trust

** Include Depreciation

PROPRIETARY FUND	(1) ACTUAL PRIOR YEAR ENDING 6/30/2022	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2023	(3) BUDGET YEAR ENDING 06/30/24 TENTATIVE APPROVED	(4) FINAL APPROVED
OPERATING REVENUE				
Sewer Fees	**2,325,227**	**2,713,360**	**2,968,141**	
Contracts - Other Districts	**2,762,582**	**3,006,429**	**2,978,051**	
Other Fees	**31,263**	**15,000**	**13,000**	
Total Operating Revenue	**5,119,072**	**5,734,789**	**5,959,193**	
OPERATING EXPENSE				
Salaries, Benefits	**1,583,879**	**1,857,531**	**2,157,773**	
Utilities	**370,023**	**427,420**	**427,420**	
Chemicals, Supplies	**76,313**	**108,250**	**108,250**	
Legal, Accounting	**90,527**	**106,300**	**106,300**	
Engineering and Consulting	**61,151**	**62,000**	**174,035**	
Repairs and Maintenance	**194,203**	**371,825**	**273,800**	
Insurance, Other	**272,495**	**288,941**	**313,755**	
Fuels, Lubricants	**24,760**	**34,860**	**34,860**	
Depreciation/Amortization	**1,869,917**	**2,235,735**	**2,273,557**	
Total Operating Expense	**4,543,268**	**5,492,862**	**5,869,750**	
Operating Income or (Loss)	**575,804**	**241,927**	**89,443**	
NONOPERATING REVENUES				
Interest Earned	**47,350**	**260,500**	**260,500**	
Property Taxes	**0**	**0**	**0**	
Consolidated Tax	**137,984**	**137,984**	**137,984**	
Capacity Fees	**4,040**	**0**	**0**	
Gain on Disposal of Assets		**2,500**	**0**	
Federal Grant Funds	**0**	**0**	**0**	
Total Nonoperating Revenues	**189,374**	**400,984**	**398,484**	
NONOPERATING EXPENSES				
Interest on Bonds	**180,229**	**110,812**	**193,599**	
Loss on Disposal Of Assets	**21,104**	**0**	**0**	
Total Nonoperating Expenses	**201,333**	**110,812**	**193,599**	
Net Income before Operating Transfers	**563,845**	**532,099**	**294,328**	
Operating Transfers (Schedule T)				
In	**0**	**0**	**0**	
Out	**0**	**0**	**0**	
Net Operating Transfers	**0**	**0**	**0**	
CHANGE IN NET POSITION	**563,845**	**532,099**	**294,328**	

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
(Local Government)

SCHEDULE F-1 REVENUES, EXPENSES AND NET POSITION

FUND ENTERPRISE (PROPRIETARY)

PROPRIETARY FUND 0	(1) ACTUAL PRIOR YEAR ENDING 6/30/2022	(2) ESTIMATED CURRENT YEAR ENDING 6/30/2023	(3) BUDGET YEAR ENDING 06/30/24 TENTATIVE APPROVED	(4) FINAL APPROVED
A. CASH FLOWS FROM OPERATING ACTIVITIES:				
Cash Received From Customers	**5,333,093**	**5,734,789**	**5,959,193**	
Cash Payments to Suppliers	**(1,352,600)**	**(1,399,596)**	**(1,438,420)**	
Cash Payments to Employees	**(1,909,242)**	**(1,857,531)**	**(2,157,773)**	
Deposits Refundable	**(15,758)**			
a. Net cash provided by (or used for) operating activities	**2,055,493**	**2,477,662**	**2,363,000**	
B. CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES:				
None	**0**	**0**	**0**	
b. Net cash provided by (or used for) noncapital financing activities	**0**	**0**	**0**	
C. CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES:				
Acquisition and Construction - Capital Assets	**(3,989,043)**	**(2,090,000)**	**(290,000)**	
Consolidated Taxes	**137,984**	**137,984**	**137,984**	
Cash Loss from Disposal of Assets	**(21,104)**			
Cash Received for Capacity Fees	**4,040**	**0**	**0**	
Debt Service Interest	**(180,229)**	**(110,812)**	**(193,599)**	
Debt Service Principal	**(119,533)**	**(345,303)**	**(578,134)**	
Issuance of Long-Term Debt	**3,618,639**	**748**	**0**	
Debt Issuance Costs	**0**	**0**	**0**	
c. Net cash provided by (or used for) capital and related financing activities	**(549,246)**	**(2,407,383)**	**(923,749)**	
D. CASH FLOWS FROM INVESTING ACTIVITIES:				
Redemption (Purchase) of Investments	**0**	**0**	**0**	
Interest on Investments	**40,330**	**235,500**	**235,500**	
Purchase of Restricted Investments	**(7,788)**	**0**		
d. Net cash provided by (or used in) investing activities	**32,542**	**235,500**	**235,500**	
NET INCREASE (DECREASE) in cash and cash equivalents (a+b+c+d)	**1,538,789**	**305,779**	**1,674,751**	
CASH AND CASH EQUIVALENTS AT JULY 1, 20xx	**13,266,033**	**14,804,822**	**15,110,601**	
CASH AND CASH EQUIVALENTS AT JUNE 30, 20xx	**14,804,822**	**15,110,601**	**16,785,352**	

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
(Local Government)

SCHEDULE F-2 STATEMENT OF CASH FLOWS

FUND: ENTERPRISE FUND

ALL EXISTING OR PROPOSED
GENERAL OBLIGATION BONDS, REVENUE BONDS,
MEDIUM-TERM FINANCING, CAPITAL LEASES AND
SPECIAL ASSESSMENT BONDS

* - Type
1 - General Obligation Bonds
2 - G.O. Revenue Supported Bonds
3 - G.O. Special Assessment Bonds
4 - Revenue Bonds
5 - Medium-Term Financing
6 - Medium-Term Financing - Lease Purchase
7 - Capital Leases
8 - Special Assessment Bonds
9 - Mortgages
10 - Other (Specify Type)
11 - Proposed (Specify Type)

(1) NAME OF BOND OR LOAN List and Subtotal By Fund	(2) *	(3) TERM	(4) ORIGINAL AMOUNT OF ISSUE	(5) ISSUE DATE	(6) FINAL PAYMENT DATE	(7) INTEREST RATE	(8) BEGINNING OUTSTANDING BALANCE 7/1/2023	(9) REQUIREMENTS FOR FISCAL YEAR ENDING 06/30/24 INTEREST PAYABLE	(10) PRINCIPAL PAYABLE	(11) (9)+(10) TOTAL
FUND: Proprietary							$	$	$	$
SRF Loan Series May 25, 2006	4	20	$2,000,000	5/25/2006	1/1/2026	3.2375%	$ 257,563.00	$ 7,671.33	$ 83,112.17	$ 90,783.50
SRF Loan Series 2007	4	20	$1,200,000	8/27/2007	7/1/2027	2.875%	$ 208,445.00	$ 5,678.52	$ 44,035.13	$ 49,713.65
SRF Loan Series 2019	4	20	$9,000,000	10/3/2019	1/1/2039	2.080%	$8,777,978.00	$ 180,248.98	$ 450,987.12	$ 631,236.10
							$	$	$	$
TOTAL ALL DEBT SERVICE							$9,243,986.00	$193,598.83	$578,134.42	$771,733.25

SCHEDULE C-1 - INDEBTEDNESS
Budget Fiscal Year 2023-2024

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
(Local Government)

Schedule of Existing Contracts

Budget Year 2023 - 2024

Local Government: DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Contact: PAULA EAST-JANICKI
E-mail Address: pke@dcsid.com
Daytime Telephone: 775-586-8575

Total Number of Existing Contracts: 11

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Proposed Expenditure FY 2023-2024	Proposed Expenditure FY 2024-2025	Reason or need for contract:
1	Allison, MacKenzie, et al., James Cavilia, Esq.	8/2/2004		$ 40,000	$ 40,000	Legal Services
2	Bently Family Limited Partnership	10/26/1998		$ 22,300	$ 22,300	Biosolids Composting
3	R.O. Anderson Engineering, Inc.	7/18/2008		$ 45,000	$ 45,000	District General Engineering Svcs.
4	Tahoe Basin Container Service	4/1/2022	3/31/2024	$ 36,050		Biosolids Hauling
5	Eide Bailly	4/1/2019	1/1/2024	$ 44,000		Audit Services
6	JNA Consulting Group	3/20/2019		$ 1,000	$ 1,000	Debt Management Policy.
7	Paychex Payroll Services	7/1/2019		$ 10,000	$ 10,000	Payroll and Tax Reporting
8	Burgarello Alarm, Inc.	6/26/2018		$ 750	$ 750	Fire Alarm Monitoring
9	Cashman Equipment Company	2/26/2018		$ 7,400	$ 7,400	Generator Inspection
10	Summit Plumbing	5/1/2020	5/1/2026	$ 63,000	$ 63,000	Line Cleaning and Inspection
11	HDR Engineering	8/24/2022		$ 112,035		Collection Line Assessment
12						
13						
14						
15						
16						
17						
18						
19	Total Proposed Expenditures			$ 381,535	$ 189,450	

Additional Explanations (Reference Line Number and Vendor):

Schedule of Privatization Contracts

Budget Year 2023 - 2024

Local Government: DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Contact: PAULA EAST-JANICKI
E-mail Address: pke@dcsid.com
Daytime Telephone: 775-586-8575

Total Number of Privatization Contracts: 0

Line	Vendor	Effective Date of Contract	Termination Date of Contract	Duration (Months/ Years)	Proposed Expenditure FY 2023-2024	Proposed Expenditure FY 2024-2025	Position Class or Grade	Number of FTEs employed by Position Class or Grade	Equivalent hourly wage of FTEs by Position Class or Grade	Reason or need for contract:
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11	Total				0	0		0		

Attach additional sheets if necessary.

Meeting Date: March 15th, 2023

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY
Staff Report

Subject / Title:

Authority Manager's Monthly Report – March 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 2022 Biosolids Annual Report has been generated by our Engineer, R.O. Anderson and submitted to the U.S. EPA.

2. DCLTSA management and staff have walked through several scenarios related to preparing for the "worst-case scenarios" that might happen should several warm, wet weather "atmospheric river" systems generate "rain-on-snow" melting of the huge accumulation of snowpack we have had this winter. Rapid melt-off will create a surge of inflow and infiltration, and we are prepared for that possibility.

3. DCLTSA staff is in the final stages of updating its Emergency Procedures and Contacts documents and our Emergency Action Plan. The updates will reflect changes in DCLTSA staffing, changes in the points-of-contact with other agencies and regulators and will also account for new equipment purchased and installed since the last EAP update in 2017. The EAP update will also be provided to HDR Engineering for inclusion in DCLTSA's new Operation and Maintenance Manual, which HDR is near completing.

4. We have submitted the Treatment Plant Upgrades Project for the National Project of the Year award, given by the American Public Works Association. DCLTSA recently was awarded Project of the Year for Nevada by the APWA in the Environmental Project $10 to $20 Million category.

5. Select DCLTSA staff will be attending the Annual Nevada Water Environment Association conference in Reno later this month. The conference gives our operators an opportunity to obtain Continuing Education hours, necessary for maintaining their wastewater and mechanical technologist certifications. It also

provides an opportunity to network with staff from other agencies and exchange knowledge and lessons learned from other organizations.

6. The Tahoe South Events Center has requested that DCLTSA issue conditional approval for the sewer upgrade work completed in the summer and fall of 2022. Based on our in-house review of video inspection of the new mains, we have recommended approval, pending feedback and recommendations from our Engineer, R.O. Anderson. Further details may be provided by Mr. Anderson.

7. Performance testing and training on the recently purchased Godwin Engine-Driven Emergency Backup Pump has been completed. The unit ran continuously under various operating conditions for six hours with no issues. Work to finalize the installation will resume when winter weather finally abates.





R O Anderson

March 13, 2023

Via Email

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

Authority Engineer's Monthly Report – March 2023

Dear Members of the Board:

The following report presents a summary of activities undertaken on behalf of the Sewer Authority since our last meeting together on February 15, 2023. During this period, we provided general engineering support and project review services on various projects as assigned. The following paragraphs provide a brief description of these efforts and progress related to each specific task.

General Engineering Services: R.O. Anderson Engineering, Inc. (ROA) assisted and participated with Authority personnel on engineering-related assignments on an as-requested basis. A summary of project-specific services provided this past month include:

Beach Pump Station – Alternative Site Access Exhibit
Since the last Board meeting, we have continued cooperating with Meghan Kelly, PE, Nevada Tahoe Conservation District by providing our conceptual lay-out of the requested site paving and parking improvements. As of the end of February 2023, USFS representative, Ms. Karen Kuentz, had not responded to the input and justification we provided on the Authority's behalf justifying the need for the expanded parking and site circulation improvements at the site of the Beach Pump Station.

Since the flooding event that occurred on March 11th at this site, we have corresponded with Ms. Kelly, regarding the re-design of the existing driveway from Beach club Drive to the site which crosses Burke Creek. As of this writing there is little more to report; however, I hope and expect to have more information to discuss by the time of the Board's meeting.

2023 Mechanical Building Re-roof Project:
Since the Board's last meeting, we have received the signed contracts from the Contractor as well as the required bonds. The insurance certificates that have been provided are incomplete, but the Contractor is working to resolve the missing information.

Physical
1603 Esmeralda Avenue
Minden, Nevada 89423
P 775.782.2322

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

OFFICES
Minden, Nevada
Reno, Nevada

Based on discussions with East Fork Roofing's Superintendent, Mr. Clay Davis, they have advised us that they are prepared to proceed once the current unsettled weather patterns abate.

Annual DMR's and Biosolids Reports

On February 28, 2023, we uploaded the Annual Biosolids Report to Environmental Protection Agency (Region IX) through their portal. As of that date, all required 2022 annual discharge monitoring and bio-solids reporting requirements imposed by the terms of the Authority's discharge permit have been completed.

Summary of Influent Flows – Year to Date: With Paula's assistance, we have reviewed and updated the flow meter data for the period of January 1st through February 28th of this year. The attached charts summarize the flow meter readings for the period. Like previous presentations of this data, we have superimposed the dates of official holiday's (i.e., New Years, Martin Luther King Day, and President's Day) as well as reported daily precipitation. For perspective, we have added a line representing the annual average day flow from 2022 (1.12 MGD). The average daily flow for this period (January 1st – February 28th) was 1.205 MG, slightly higher than the annual average daily flow from last year. This higher daily flow is probably in part due to having three holidays during the 59-day long period and the abundant snow attracting skiers.

Tahoe South Events Center: Sewer Main Upsizing Project – Recommendation for Acceptance

As the Board members are aware, one of the requirements of the Events Center project was to upsize two separate sewer mains located downstream of the project site to accommodate projected peak flows from the events center. The work was undertaken in late September 2022 and completed in early November 2022. Representatives of the Authority were present regularly during construction and during each of the required tests that included pressure testing of the installed pipe segments. After those tests, representatives of the Authority conducted CCTV inspection of each segment and reportedly found them to be free of any dip in the vertical alignment or displacement in the pipe due to over-compaction.

The design engineer of record, Jennifer Roman, PE, Eastern Sierra Engineering, provided record drawings to the Authority on or about November 17, 2022. Copies of the record drawings have been filed with the Authority as well as our office.

At this time, we recommend that the Board formally accept these improvements for long-term operation and maintenance. The Contractor's warranty extends for 12 months from the date of completion. Therefore, we recommend that these pipes be re-inspected on or before October 31st to ensure that the pipes remain in good condition and functioning as designed.

Edgewood Companies: STPUD Intertie Relocation Project, Phase 1

We have received and reviewed as-built sewer drawings for this initial phase of this re-alignment of the Authority's STPUD Intertie project through a portion of the Edgewood Golf Course. I apologize to the Board as I had asked Paula to place this item on the Board's agenda, but after critically reviewing the information provided and comparing it to the approved design drawings, I have a few questions that I need to work with Mr. Steve Habaradas (Edgewood Company) to resolve. As a result, we are not prepared at this time to make a recommendation for acceptance of these improvements.

I will be present at the Board meeting and available then to review this information in greater detail, as well as address any specific questions or concerns Board members might have relative to these subjects. Thank you for your continued confidence and the opportunity to provide these services.

Yours faithfully,

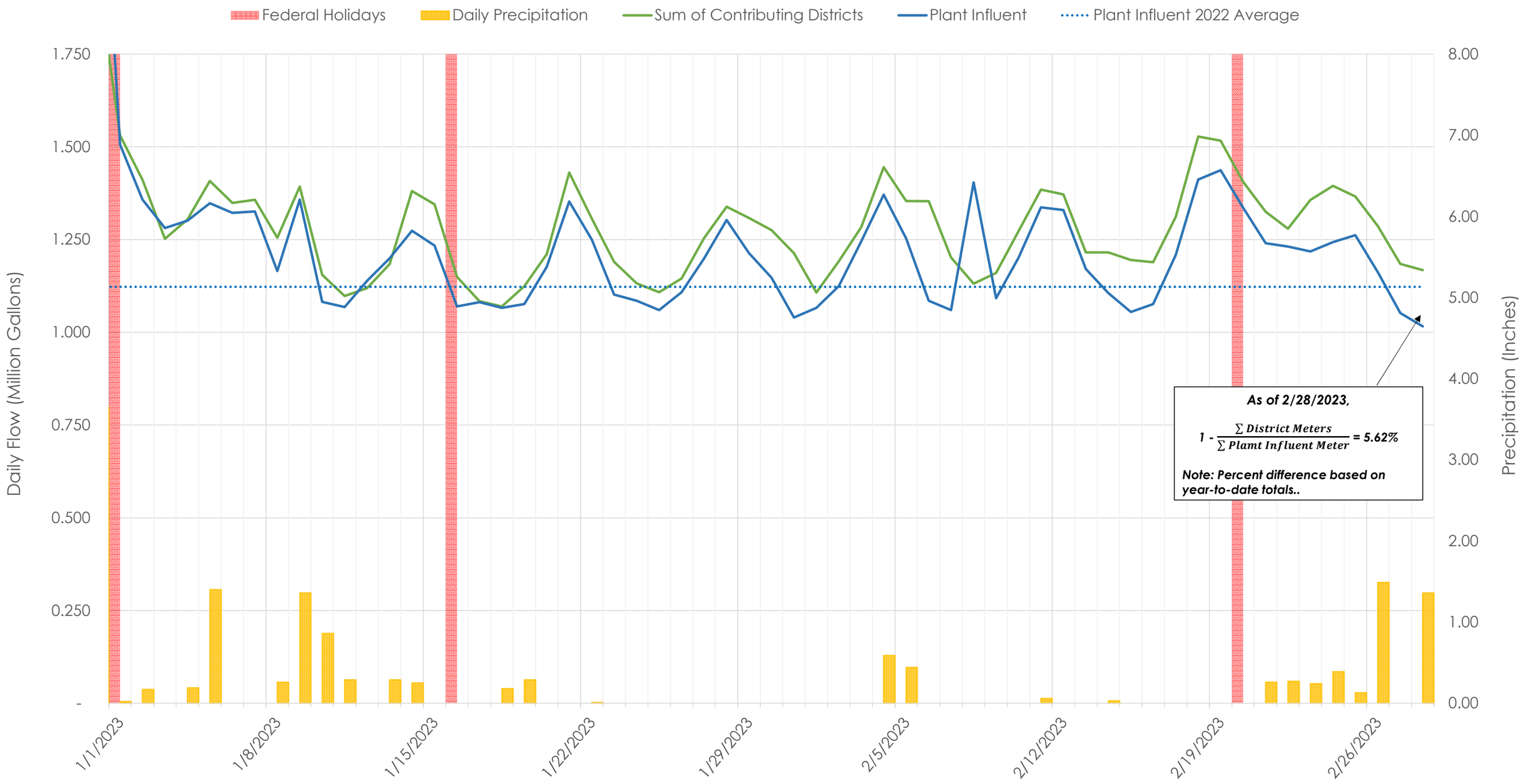
R.O. ANDERSON ENGINEERING, INC.

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

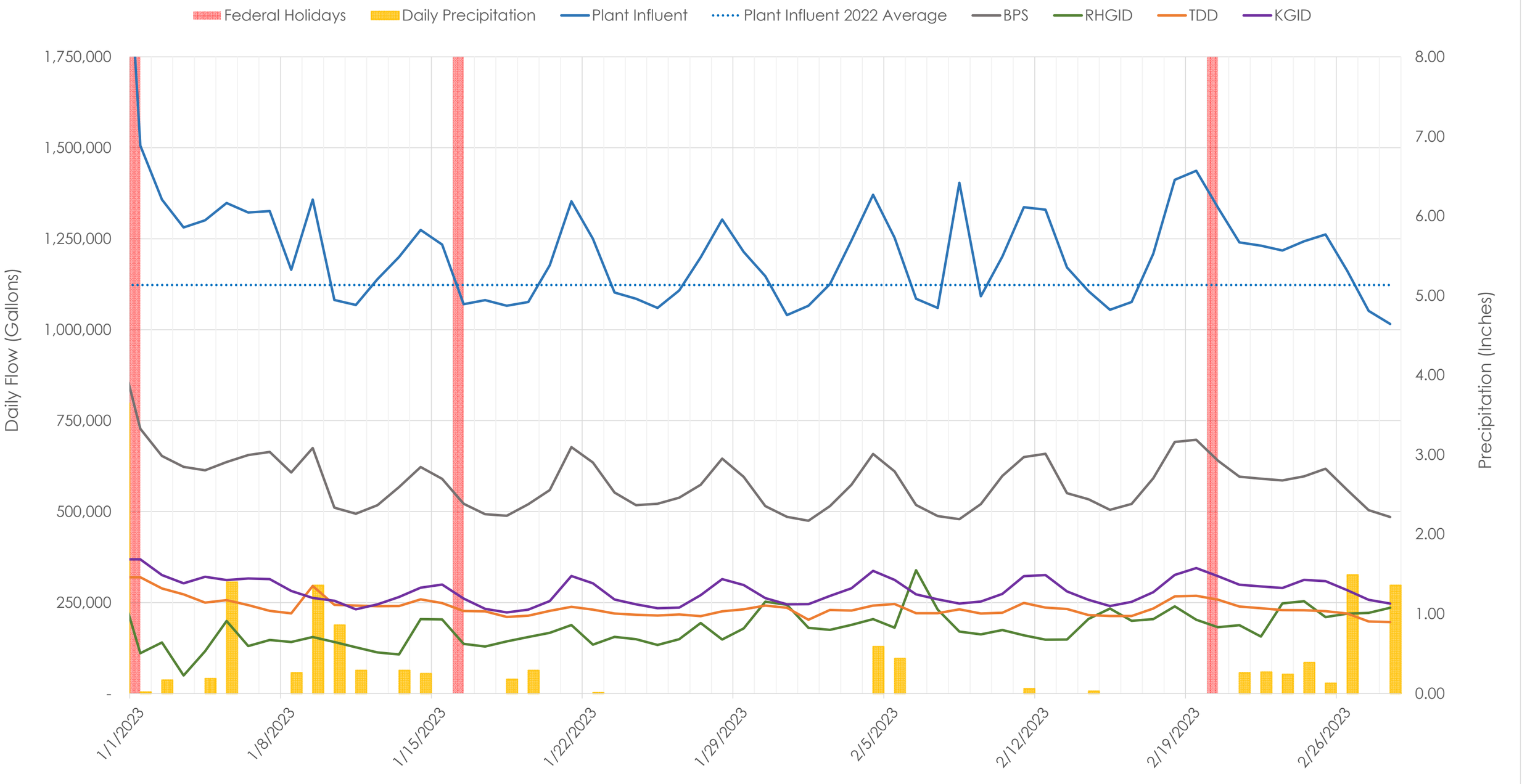
Attachment

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

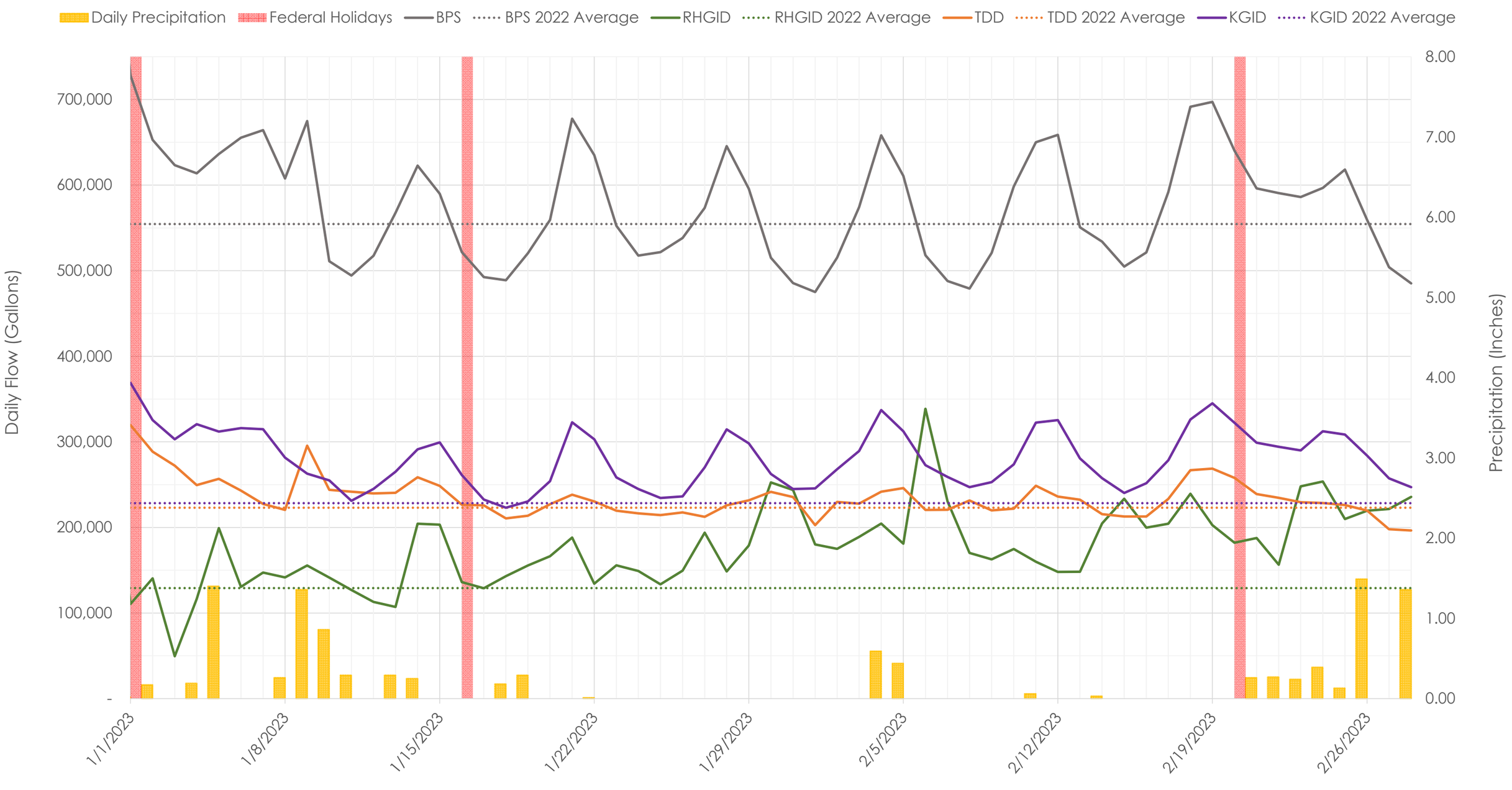
Plant Influent Meter VS. Sum of Contributing District Meters with Daily Precipitation
1/1/2023 - 2/28/2023



DCLTSA Flow Comparison with Daily Precipitation
1/1/2023 - 2/28/2023



Contributing Districts Comparison with Daily Precipitation
1/1/2023 - 2/28/2023



CONTROLLER'S GENERAL STATUS REPORT

March 15, 2023

- There is a Budget to Actual spreadsheet in the Board packet that shows operating expenses through January were 8.28% under budget. As before, most of that underage comes from the Salaries and Benefits category.

- Last month Trustee Huckbody asked about the status of flows from year to year. Through February this year, overall influent flows are up approximately 3.4% from the same period in 2022. Most of those increases are coming from the Beach Pump Station (largely the Casino Core) and KGID. With the very wet weather, it is expected that March's flows will be quite high due to inflows and infiltration from run-off.

- **Investment Report**

The Authority's investments total a little more than $14.8 million. The only change from last month has been the addition of interest.

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.