NOTICE OF REGULAR MEETING OF

BOARD OF TRUSTEES OF

DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY

WEDNESDAY, AUGUST 16, 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 August 16, 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/82153236503?pwd=M1Nqa09zK1NZUDhRSzI2TmxUR09tUT09

**Meeting ID:** **821 5323 6503**
**Passcode:** **914665**
**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, AUGUST 16, 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 (June 21, 2023) – **for possible action.**
7. Discussion and possible action regarding ongoing operation and maintenance of the Elk Point Sanitation District sewer collection system – **for possible action.**
8. Report (Rob Hopkins)
   A. General Status Report
9. Engineer's Report

A. General Projects Status Report.

10. Controller's Report

    A. General Status Report

    B. Investment Report

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

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

13. Final Public Comment

14. Adjournment

CERTIFICATE OF POSTING

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

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

U.S. Post Office
Kingsbury Grade
Stateline, Nevada

Lake Village Homeowners Association
Lake Village Clubhouse
Stateline, Nevada

Douglas County Administration Building
175 Highway 50
Stateline, Nevada

DATED this 11th day of August, 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
June 21, 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, June 21, 2023, at the Wastewater Treatment Plant, Stateline, Douglas County, Nevada.

## ROLL CALL:

Present were Trustees John McLaughlin, Andy Huckbody, Jodie Nelson and Keith Fertala.

## 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 and the Authority's legal counsel, Jim Cavilia. Also present via audio internet connection by which they could hear everyone at the meeting, and everyone could hear them, were Marty Bibb of Elk Point Sanitation District (EPSD) and Chris Rusby, counsel for ESPD.

## PUBLIC COMMENT:

There was no public comment.

## APPROVAL OF AGENDA:

**It was moved by Trustee Nelson, seconded by Trustee Huckbody and carried unanimously (4-0) that Item 10.A. be moved to the top of the agenda and that with this revision the agenda be approved and adopted as presented.**

## MINUTES OF PRIOR MEETING:

**It was moved by Trustee Fertala, seconded by Trustee Huckbody and carried unanimously that the minutes of the Meeting of the Board of Trustees of DCLTSA, dated May 17, 2023, be approved as presented.**

**Discussion regarding the Amended and Restated Agreement between the Authority and Elk Point Sanitation District.**

Authority legal counsel, Jim Cavilia, indicated that, based on his consultation with Authority staff, he had prepared an Amended and Restated Agreement between the Authority and EPSD to replace

the current agreement that was from the 1970s. Mr. Cavilia also stated that he had just recently received some proposed revisions to the draft agreement from legal counsel for EPSD, Chris Rusby. Mr. Cavilia proceeded to introduce Mr. Rusby who was participating in the meeting via audio connection.

Mr. Rusby apologized for the delay in providing comments and proposed revisions to the agreement indicating that he had added some recitals in order to more completely describe the history of the Auhority's relationship with EPSD. Additionally, Mr. Rusby stated that he made some other suggested revisions to make the financial provisions in the agreement clearer. Finally, Mr. Rusby indicated that the term of the agreement is a big concern for EPSD and EPSD would like a longer term than being proposed by the Authority.

Marty Bibb, board member of EPSD, thanked the Authority for its work on behalf of EPSD and its ongoing cooperation. Mr. Bibb stressed that the EPSD board was seeking to increase transparency with its district and the board greatly appreciates the Authority's willingness to fund the necessary improvements to EPSD's facilities.

Mr. Cavilia thanked both Mr. Rusby and Mr. Bibb, stating that he would review EPSD's suggested revisions to the agreement with Authority staff and get back with any questions or concerns. Once we have an acceptable agreement at the staff level, the agreement will be brought back to the Authority Board for consideration.

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

**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 Authority staff recently participated in a meeting with KGID engineering staff to discuss possible upgrades to KGID's Market St. pump station. Mr. Hopkins explained that three options were being considered and that the Authority Engineer would be involved as necessary.

With regard to the Beach Pump Station and plans to improve Burke Creek, Mr. Hopkins indicated that he has participated in meetings with the United States Forest Service (USFS) and the Nevada Tahoe Conservation District (NTCD) and has continued to emphasize the importance of maintaining the Authority's access to the pump station from the south.

Mr. Hopkins stated that work was continuing to identify manholes and other Authority infrastructure that will need to raised as part of the Nevada Department of Transportation's repaving project from the state line to Spooner Summit. Mr. Hopkins believes that 14 or 15

manholes will need to be raised and the Authority Controller, Paula East-Janicki, added that these capital costs would be paid by in-Authority users.

Regarding the Tahoe Beach Club, Mr. Hopkins indicated that plan review of Phase 2 was continuing.

Mr. Hopkins reported that review of Edgewood's cart barn project has been completed with minimal comments.

Mr. Hopkins stated that Authority staff was continuing to work with NV Energy, VM West and Wasatch Electric to have damage to the plant access road caused by logging activities repaired.

Mr. Hopkins stated that the Mechanical Building Re-Roofing project is substantially complete with only minor clean-up to be completed.

With regard to the Kahle Drive Complete Street Project, Mr. Hopkins reported that the 95% plan drawings have been submitted and are being reviewed by R.O. Anderson Engineering.

Finally, Mr. Hopkins was happy to report that the manufacturer of the Authority's new blowers in the treatment plan has, with the assistance of the Authority's IT specialist, Eric Heffernon, completed work to have the blowers automatically reset and restart in the event of a power outage at the plant. Mr. Hopkins explained how this will no longer require the manual restarting of the blowers and will likely result in overtime cost savings and reduce the risk of upsetting the treatment process.

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

**B. Consideration of the character, conduct, and/or professional competence of the Authority Manager (Annual Performance Review).**

Ms. East-Janicki indicated that this was the time for the annual performance review of the Authority Manager and that each of the Trustees had completed a written evaluation of the Authority Manager. Ms. East-Janicki explained that any salary increase was wholly within the Board's discretion and that the Authority's salary plan was in place as guidance for the Board. Ms. East-Janicki indicated that the Manager's current annual salary is $204,574 and that a raise of 3.5% would be approximately $7,000 per year and a raise of 5% would be approximately $10,000 per year.

In response to a question about the ongoing salary survey being conducted for the Authority, Ms. East-Janicki stated that the report would like be completed prior to the Board's meeting in August and she anticipates that the top of the salary range for the Manager position will be $235,479. Finally, Ms. East-Janicki indicated that the written evaluations all scored the Manager as exceeding the job standard or as outstanding.

In response to a question from a Trustee, Mr. Hopkins indicated that he is the only contract employee of the Authority and therefore any salary increase was at the discretion of the Board.

A discussion ensued among the Trustees regarding Mr. Hopkins' history of performance at the Authority and the difficulty in filling these sorts of management positions.

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

Following the discussion among the Trustees, **it was moved by Trustee Nelson, seconded by Trustee Huckbody and carried unanimously (4-0) that the Authority Manager's annual salary be increased by 4.5%.**

**ENGINEER'S REPORT:**

**A. General Projects Status Report**

In addition to his participation in the Manager's Report, Authority Engineer, Rob Anderson, presented correspondence dated June 20, 2023, briefly summarizing various issues that R.O. Anderson Engineering has been involved with on behalf of the Authority. The June 20, 2023 correspondence is incorporated in these minutes by this reference.

Mr. Anderson reported that the re-roofing of the mechanical building was nearly complete.

Mr. Anderson presented the Board with a report of sewer flows for the period from January 1, 2023 to May 31, 2023 and indicated that the year-to-date daily average flow has been 1.25 million gallons per day (MGD) with a peak flow of 2.051 MGD on March 10th, which is the day that Burke Creek flooded the Beach Pump Station. Mr. Anderson stated that this year's flows are higher than the previous year probably as the result of inflow and infiltration.

With regard to NDOT's plans for repaving U.S. Highway 50, Mr. Anderson reported that his office has provided information to NDOT about the Authority's existing sewer facilities within the right of way.

Regarding the Beach Pump Station access and the plans of USFS and NTCD to improve Burke Creek, Mr. Anderson stated that positive discussions have continued about the possible re-alignment of the Authority's access from the south. In explaining the various options, Mr. Anderson indicated that he would continue to work with USFS and NTCD officials to find the most cost-effective solution that maintains the Authority's historic access. Mr. Anderson also indicated that the work would not be completed until sometime next year at the earliest. Finally, Mr. Anderson stated that the USFS has indicated that there may be federal grant funding available to the Authority to participate financially in the project. Following brief discussion among the Trustees, a consensus was reached to seek grant funding of up to $150,000.00 for the Authority's participation in this project. Mr. Anderson stated that he would continue to keep the Board informed about this matter.

Mr. Anderson also reported that his office had recently reviewed updated site improvement plans for a cart barn at Edgewood and that following that review it has been recommended that Mr. Hopkins approve the plans.

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 5.15% under budget through April.

With regard to the salary survey being conducted by Public Sector Personnel Consultants, Ms. East-Janicki indicated that a preliminary comparison with like agencies has been completed and it is anticipated that the survey will be ready for review by the Board in August.

Ms. East-Janicki indicated that the required Government Accounting Standards Board (GASB) 75 actuarial report has been completed in order to determine the Authority's Other Post-Employment Benefits liability for financial reporting purposes.

Ms. East-Janicki stated that the Authority has received its insurance quote for next year, showing a premium increase of 10.08% with a total premium of $104,441.

The sewer line camera assessment being conducted by Summit Plumbing is scheduled to be completed by the end of June.

With regard to the Authority's annual audit, Ms. East-Janicki reported that two auditors are scheduled to be at the Authority's office on June 28, 2023 for a planning session.

With regard to the Tahoe South Events Center (TSEC), Ms. East-Janicki indicated that documentation of the fixture count has been submitted and that an onsite inspection will be scheduled in the near future.

Ms. East-Janicki stated that the Authority's accounts receivable balance for in-Authority users is less the $5,500 and that the Authority has liens in place for a total amount of $13,652.

Finally, Ms. East-Janick reported that overall sewage influent flows are up approximately 13.4% from the previous year, likely as the result of inflow and infiltration from snowmelt.

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

**B. Discussion and possible action to augment Fiscal Year 2022-2023 budget, shifting expenses between line items, and increasing total operating expenses by $100,000.**

Ms. East-Janicki reported that, in order to comply with the state's budgeting requirements, it is necessary to augment the Authority's 2022-2023 fiscal year budget. Ms. East-Janicki presented the Board with a revised budget showing the augmentation that moved certain expenses between line items. Ms. East-Janicki explained that the augmentation of the budget also includes the addition of $100,000 to expenses in order to account for potential costs associated with the sewer line camera assessment work. Ms. East-Janicki recommended that the Board adopt the proposed budget augmentation.

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

Following the discussion among the Trustees, **it was moved by Trustee Nelson, seconded by Trustee Fertala and carried unanimously (4-0) that the 2022-20223 fiscal year budget be augmented as proposed.**

**C. Investment Report**

Ms. East-Janicki had a written summary of the Authority's investments available, stating that the Authority has more $14.9 million invested. Ms. East-Janicki indicated that the only change since her last Investment Report was the addition of earned interest.

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 Huckbody stated that Tahoe Douglas District (TDD) recently approved an increase in its residential sewer rate from $55 per month to $65. Trustee Huckbody also reported that Douglas County is in the process of reviewing tax rates for Douglas County General Improvement Districts.

Trustee Nelson reported that the KGID Board recently approved a bid for renovation to KGID's building on Pine Ridge Drive. Trustee Nelson indicated that only one bid was received, and it was 17% higher than the architect's estimate.

Trustee Fertala reported that RHGID recently approved an increase in sewer rates from $82 per month to $90. Trustee Fertala also indicated that RHGID has also completed an internal review of employees. Finally, Trustee Fertala invited everyone to RHGID's ninth annual barbecue to take place at the RHGID office on July 15, 2023.

Trustee McLaughlin reported that the switchgear for the TSEC has finally arrived and the center is scheduled to open in September, 2023. Trustee McLaughlin indicated that demand for the TSEC is very high and that it is possible that a minor league hockey team may be based at the TSEC. Trustee McLaughlin also reported that the Nevada Legislature allocated $1.2 million to microtransit at Lake Tahoe and the funds will be targeted for a connection to the Carson Valley. Finally, Trustee McLaughlin stated that Edgewood was looking forward to the fireworks show on the Fourth of July and the upcoming celebrity golf tournament in July.

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 11:10 a.m.

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APPROVED

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4863-1933-0929, v. 1

**Meeting Date: August 16th, 2023**

**DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY**
Staff Report

***Subject / Title:***

Authority Manager's Monthly Report – July-August 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 staff performed a final fixture count at the soon to open Tahoe South Events Center.

2. Forest and vegetation thinning work continues along the main power line easement that runs from the Carson Valley to the South Lake Tahoe area. The DCLTSA Export Force Main also lies within this easement between the Treatment Plant and North Benjamin Road in Kingsbury. The Authority requested that gullies and eroded areas in the easement be repaired and strengthened to protect the Force Main. NV Energy, its contractors, and the U.S. Forest Service have done excellent work in this regard, and the Authority wishes to thank all for their efforts to protect our infrastructure.

3. Authority personnel drained and cleaned both Export Tanks as part of routine semi-annual preventative maintenance.

4. Staff are in the process of annual inspection and servicing of the Air Relief Valves that protect the Export Force Main. ARV's from the Treatment Plant to Daggett have been serviced. Work to inspect the valves on the Carson Valley side of the Export line should be completed in the next few weeks.

5. Discharge Monitoring Reports for the 2nd Quarter of 2023 have been submitted to and passed by the Nevada Division of Environmental Protection and the Environmental Protection Agency.

6. The Sewer Authority hosted a tour of the Treatment Plant for Operations staff from the Incline Village General Improvement District.

7. The long-awaited Return Activated Sludge Master Control Panel has been delivered to the Treatment Plant. The panel will by fitted out with controls and installed at the Plant using our in-house talent, saving the Authority considerable money. The RAS Panel is the final part of the overall Treatment Plant Upgrades Project. This piece of the Project was broken out of the overall Project as we could fit out the panel ourselves and realize greater savings on the overall project.

8. A high-voltage main circuit breaker for our high-horsepower export pumps was replaced by staff, with assistance from Arctic Electric and NV Energy. (Photos attached).

9. The Authority has been discussing grant opportunities with the Nevada Tahoe Conservation District. NTCD made us aware that there may be watershed protection grant funds available that would allow us to repair the runoff diversion structures that were designed to keep runoff out of the Upper Storage Dam and Pond above the Plant. These diversion structures failed long ago, and as a result, the Authority must draw down and treat the freshwater runoff via the Treatment Plant. On dry years, this amounts to between 5 and ten million gallons of fresh water. After wet winters like we just experienced, well over 30 million gallons of fresh water was treated and exported from the Basin. Restoring the diversion structures would both prevent this expense and would keep the snowmelt within the Tahoe Basin.

10. The new backup generator purchased for the Main Pump Station is expected to arrive in the next few weeks. Installation is expected to be completed no later than mid-October 2023.



NVE disconnecting main power from Plant.



DCLTSA staff replacing failed high-voltage circuit breaker.

# CONTROLLER'S GENERAL STATUS REPORT

## August 16, 2023

- There is a Budget to Actual spreadsheet in the Board packet that shows operating expenses through the end of the last fiscal year were more than 11.5% under budget, without the augmentation. However, I'm glad we did the augmentation to move money between categories as Engineering and Legal both came in over budget, but not by the 10% cap, so there's no Nevada Administrative Code violation.

- I still have not had Kay Tilzer of Public Sector Personnel Consultants finalize the salary study as she was unable to find blended job classifications like the ones here at the Authority. Therefore, instead of trying to get the consultant to survey unlike agencies, it would be my suggestion that we ask her to finalize it with the data she has. Then using that data we can develop a plan for the future compensation of our unusual job positions. If that is acceptable to the Board I will have it ready for consideration at the September meeting.

- The Authority's Accounts Receivables has a credit balance of more than $12,000 just one month into the new fiscal year. Many people choose to pay the entire year's balance ahead of time.

- Ying and I are closing out the last fiscal year and preparing for the audit. The field work will begin on September 18 and run through September 29.

- Through July this year, overall influent flows are up 12.3% from the same period in 2022. In-Authority commercial flows are still down 10% from 2022 but the Beach Pump Station flows have increased 8%.

Tahoe Douglas District's flows are up 15.8%, Round Hill's 15.7% and KGID's up 18.2%.

## Investment Report

The Authority's investments total more than $15 million. The only change since the last Board meeting is the addition of interest. LGIP paid 4.47% last month on more than $11.9 million invested. The CD balance is still at $2,940,000 with an average interest rate of 4.29%. The LGIP money is entirely liquid.

## Claims and Check Register

The check register and wires since the last meeting are in the Board packet. If there are no questions, I will ask the Board Treasurer to sign them and return them to me for our records.

**DOUGLAS COUNTY LAKE TAHOE SEWER AUTHORITY**

**JULY - JUNE 2022-2023 BUDGET VS. ACTUAL**

| | | JUNE | Budgeted | Variance | Comments |
|---|---|---|---|---|---|
| Salaries | 401.11 | $ 1,155,557.92 | $ 1,209,681.00 | $ 54,123.08 | |
| OT/Callback | 403.11 | $ 53,449.58 | $ 35,081.00 | $ (18,368.58) | Snow Removal! |
| Holiday | 405.11 | $ 2,104.70 | $ 21,638.00 | $ 19,533.30 | |
| NTD | 407.11 | | | $ - | |
| Longevity | 409.11 | $ 1,880.00 | $ 1,880.00 | $ - | |
| Stand-By Pay | 408.11 | $ 17,960.61 | $ 15,964.00 | $ (1,996.61) | Standby Hours Added |
| Health Insurance | 413.11 | $ 230,745.23 | $ 329,802.00 | $ 99,056.77 | |
| State Retirement (PERS) | 414/415.1 | $ 298,247.38 | $ 365,189.00 | $ 66,941.62 | Per PERS Actuarial Report |
| SIIS (Workers Comp) | 417.11 | $ 19,190.00 | $ 47,837.00 | $ 28,647.00 | Lower Increase than Budgeted |
| Medicare Tax | 418.11 | $ 18,200.63 | $ 18,622.00 | $ 421.37 | |
| Unemployment Insurance | 419.11 | $ 48.00 | $ 11,700.00 | $ 11,652.00 | Annual EMRB Fee/ No one on Unemployment |
| Contract Svcs | 496.11 | | $ - | $ - | |
| OPEB Expense | 420.11 | $ (66,264.53) | $ 30,000.00 | $ 96,264.53 | Per GASB 75 Actuarial Report |
| **Salaries/Benefits** | | **$ 1,731,119.52** | **$ 2,087,394.00** | **$ 356,274.48** | |
| Electric Power | 421.11/.14 | $ 336,709.61 | $ 237,750.00 | $ (98,959.61) | Rates Increased |
| Electric Power - BPS | 421.12 | $ 20,440.23 | $ 15,000.00 | $ (5,440.23) | " |
| Electric Power - MPS | 421.13 | $ 82,762.17 | $ 63,500.00 | $ (19,262.17) | " |

**JULY - JUNE 2022-2023 BUDGET VS. ACTUAL**

| | | JUNE | Budgeted | Variance | Comments |
|---|---|---|---|---|---|
| Natural Gas | 423.11 | $ 13,065.91 | $ 10,000.00 | $ (3,065.91) | " |
| Natural Gas - BPS | 423.12 | $ 1,362.92 | $ 1,200.00 | $ (162.92) | " |
| Natural Gas - MPS | 423.13 | $ 329.58 | $ 365.00 | $ 35.42 | |
| Water | 425.11 | $ 11,359.41 | $ 12,400.00 | $ 1,040.59 | |
| Water - BPS | 425.12 | $ 3,191.56 | $ 4,000.00 | $ 808.44 | |
| Water - MPS | 425.13 | $ 131.58 | $ 10,100.00 | $ 9,968.42 | Installed Mechanical Seals |
| Solid Waste Removal | 483.11 | $ 7,547.08 | $ 5,855.00 | $ (1,692.08) | Grit from Headworks |
| **Utilities** | | **$ 476,900.05** | **$ 360,170.00** | **$ (116,730.05)** | |
| Chemicals | 470.11 | $ 74,284.44 | $ 100,500.00 | $ 26,215.56 | |
| Lab Supplies | 471.11 | $ 6,694.58 | $ 7,750.00 | $ 1,055.42 | |
| Supplies | | | $ - | $ - | |
| **Chemicals/Supplies** | | **$ 80,979.02** | **$ 108,250.00** | **$ 27,270.98** | |
| Legal Services | 460.11 | $ 47,425.00 | $ 40,000.00 | $ (7,425.00) | Elk Point Issues |
| Accounting | 462.11 | $ 52,277.03 | $ 61,300.00 | $ 9,022.97 | |
| **Legal/Accounting** | | **$ 99,702.03** | **$ 101,300.00** | **$ 1,597.97** | |

**JULY - JUNE 2022-2023 BUDGET VS. ACTUAL**

| | | JUNE | Budgeted | Variance | Comments |
|---|---|---|---|---|---|
| Engineering | 450.11 | $ 62,745.00 | $ 50,000.00 | $ (12,745.00) | Forest Svc. And BPS Issues |
| Engineering - BPS | | $ - | | $ - | |
| Engineering - MPS | | $ - | | $ - | |
| Engineering - In-District | | $ - | | $ - | |
| Consulting | 458.11 | $ 3,100.00 | $ 24,000.00 | $ 20,900.00 | |
| **Engineering/Consulting** | | **$ 65,845.00** | **$ 74,000.00** | **$ 8,155.00** | |
| Maintenance Export Line | 430.11 | $ - | $ 9,500.00 | $ 9,500.00 | |
| Maintenance Collection System | 430.19 | $ 63,742.50 | $ 130,500.00 | $ 66,757.50 | Line camera assessment not completed or billed |
| Repairs Collection System | 431.19 | $ 13,233.28 | $ 1,500.00 | $ (11,733.28) | Manhole Lids & Repairs |
| Computer/Network Infrastructure | 431/432.1 | $ 4,757.03 | $ 2,000.00 | $ (2,757.03) | SCADA Printer & Server Hard Drives |
| Annual Software Licenses | 433.11 | $ 10,377.24 | $ 24,500.00 | $ 14,122.76 | |
| SCADA Support | 434.11 | $ - | $ 18,000.00 | $ 18,000.00 | |
| Repairs - Vehicles | 436.11 | $ 16,005.96 | $ 5,050.00 | $ (10,955.96) | Winter tires on 4 trucks/ Underbudgeted |
| Repairs - Mechanical | 440.11 | $ 48,558.66 | $ 37,000.00 | $ (11,558.66) | Cartridge Seals - Export Pumps |
| Repairs - Mechanical BPS | 440.12 | $ 5,411.67 | $ 5,000.00 | $ (411.67) | |
| Repairs - Mechanical MPS | 440.13 | $ 19,782.56 | $ 6,000.00 | $ (13,782.56) | Impeller & Shaft Repairs/ Pump Bearings |

**JULY - JUNE 2022-2023 BUDGET VS. ACTUAL**

| | | JUNE | Budgeted | Variance | Comments |
|---|---|---|---|---|---|
| Emergency Repairs | 440.3 | $ 13,403.87 | $ - | $ (13,403.87) | Winter Storm Flooding - BPS |
| Repairs Bldg & Grounds | 441.11 | $ 5,896.29 | $ 7,800.00 | $ 1,903.71 | |
| Repairs Bldg & Grounds - BPS | 441.12 | $ - | $ 1,000.00 | $ 1,000.00 | |
| Repairs Bldg & Grounds - MPS | 441.13 | $ - | $ - | $ - | |
| Repairs Heating | 442.11 | $ 1,366.83 | $ 825.00 | $ (541.83) | |
| Repairs Heating | 442.12 | $ - | $ 1,000.00 | $ 1,000.00 | |
| Repairs Heating | 442.13 | $ - | $ - | $ - | |
| Repairs Electrical | 443.11 | $ 8,523.20 | $ 7,675.00 | $ (848.20) | |
| Repairs Electrical | 443.12 | $ 929.92 | $ 1,000.00 | $ 70.08 | |
| Repairs Electrical | 443.13 | $ - | $ 500.00 | $ 500.00 | |
| Repairs Instruments | 444.11 | $ 10,929.00 | $ 10,000.00 | $ (929.00) | |
| Equipment Rental | 447.11 | $ - | $ 3,000.00 | $ 3,000.00 | |
| Maintenance Supplies | 449.11 | $ 15,880.35 | $ 13,100.00 | $ (2,780.35) | Pipe Fittings - In House Projects |
| Safety | 487.11 | $ 8,955.56 | $ 10,000.00 | $ 1,044.44 | |
| Odor Control System Maintenance | 491.11 | $ 248.59 | $ 9,000.00 | $ 8,751.41 | |
| **Repairs/Maintenance** | | **$ 248,002.51** | **$ 303,950.00** | **$ 55,947.49** | |

**JULY - JUNE 2022-2023 BUDGET VS. ACTUAL**

| | | JUNE | Budgeted | Variance | Comments |
|---|---|---|---|---|---|
| Casualty Insurance | 466.11 | $ 94,873.89 | $ 108,416.00 | $ 13,542.11 | |
| Pollution Liability Insurance | 468.11 | $ - | $ - | $ - | |
| **Insurance** | | **$ 94,873.89** | **$ 108,416.00** | **$ 13,542.11** | |
| Telephone | 427.11/14 | $ 17,812.49 | $ 19,500.00 | $ 1,687.51 | |
| Telephone | 427.12 | $ 413.67 | $ 400.00 | $ (13.67) | |
| Telephone | 427.13 | $ - | $ - | $ - | |
| Small Tools & Equipment | 435.11 | $ 11,651.48 | $ 10,525.00 | $ (1,126.48) | |
| Laundry and Linen | 482.11 | $ 1,146.28 | $ 3,500.00 | $ 2,353.72 | |
| Forest Svc. Fee | 484.12/11 | $ 378.87 | $ 500.00 | $ 121.13 | |
| Training, Dues & Subscriptions | 485.11 | $ 5,947.82 | $ 5,000.00 | $ (947.82) | Incl. DM Utility Conference |
| Office Expenses | 486.11 | $ 8,116.25 | $ 9,000.00 | $ 883.75 | |
| Travel | 488.11 | $ - | $ - | $ - | |
| Sample Testing | 490.11 | $ 48,777.00 | $ 70,725.00 | $ 21,948.00 | |
| Operating Lease | 494.11 | $ - | $ - | $ - | |
| Biosolids Disposal | 493.11 | $ 48,541.38 | $ 58,350.00 | $ 9,808.62 | |
| Underground Service Alert | 495.11 | $ 594.13 | $ 500.00 | $ (94.13) | Ann. Membership Fee |

**JULY - JUNE 2022-2023 BUDGET VS. ACTUAL**

| | | JUNE | Budgeted | Variance | Comments |
|---|---|---|---|---|---|
| Permit Fees | 497.11 | $ 9,589.18 | $ 12,250.00 | $ 2,660.82 | Most Paid at Beginning of Year |
| Misc Exp and Bank Fees | 9.11/480. | $ 31.00 | $ 9,200.00 | $ 9,169.00 | |
| **Other Operating Expenses** | | **$ 152,999.55** | **$ 199,450.00** | **$ 46,450.45** | |
| Fuels and Lubricants | 476.11 | $ 30,767.25 | $ 26,860.00 | $ (3,907.25) | Diesel Fuel - Power Outages/ Gas Prices |
| Fuels & Lubricants | | **$ 30,767.25** | **$ 26,860.00** | **$ (3,907.25)** | |
| **Total Operating Expenses July - JUNE** | | **$ 2,981,188.82** | **$ 3,369,790.00** | **$ 388,601.18** | |
| | | | | **11.53%** | |

# Douglas County Lake Tahoe Sewer Auth.



AP Check Register (Current by Bank)

Check Dates: 6/16/2023 to 8/15/2023

| Check No. | Date | Status* | | Vendor ID | Payee Name | Amount |
|---|---|---|---|---|---|---|
| **BANK ID: WFCHK - WELLS FARGO CHECKING** | | | | | | **101.1000** |
| 11893 | 07/11/23 | P | | BE15 | BENTLY FAMILY LTD PARTNERSHIP | $936.04 |
| 11894 | 07/11/23 | P | | CA12 | CARSON VALLEY OIL CO., INC. | $1,112.86 |
| 11895 | 07/11/23 | P | | CODALE | CODALE ELECTRIC SUPPLY | $1,675.81 |
| 11896 | 07/11/23 | P | | DTS | DIGITAL TECHNOLOGY SOLUTIONS | $206.50 |
| 11897 | 07/11/23 | P | | GI20 | DOUGLAS GIBSON | $299.28 |
| 11898 | 07/11/23 | P | | EAST20 | EAST FORK ROOFING, LLC | $88,160.00 |
| 11899 | 07/11/23 | P | | FREDH | FRED HOWARD | $282.21 |
| 11900 | 07/11/23 | P | | SMARTC | SMARTCOVER SYSTEMS | $9,828.00 |
| 11901 | 07/11/23 | P | | SIERRA | DBA SIERRA OFFICE SOLUTIONS | $1.75 |
| 11902 | 07/11/23 | P | | PH12 | JOHN PHILLIPS | $482.86 |
| 11903 | 07/11/23 | P | | KI11 | KINGSBURY GENERAL IMP. DIST. | $1,143.63 |
| 11904 | 07/11/23 | P | | AGUILA | MANNY AGUILAR | $164.90 |
| 11905 | 07/11/23 | P | | NVEMRB | EMRB | $39.00 |
| 11906 | 07/11/23 | P | | NV01 | NV ENERGY | $43,632.34 |
| 11907 | 07/11/23 | P | | OREILL | O'REILLY AUTOMOTIVE, INC. | $341.88 |
| 11908 | 07/11/23 | P | | EA13 | PAULA EAST-JANICKI | $696.12 |
| 11909 | 07/11/23 | P | | POL10 | POLYDYNE INC. | $8,234.00 |
| 11910 | 07/11/23 | P | | VAN1 | RICK VAN HORN | $264.21 |
| 11910 | 07/11/23 | V | 7/11/23 | VAN1 | RICK VAN HORN | ($264.21) |
| 11911 | 07/11/23 | P | | SIL4 | SILVER STATE ANALYTICAL LAB | $620.00 |
| 11912 | 07/11/23 | P | | SO10 | SOUTH TAHOE REFUSE, INC. | $1,029.00 |
| 11913 | 07/11/23 | P | | SO13 | SOUTHWEST GAS | $360.54 |
| 11914 | 07/11/23 | P | | NE42 | STATE OF NV. P.E.B.P. | $1,414.94 |
| 11915 | 07/11/23 | P | | SU13 | SUMMIT PLUMBING CO., LLC | $4,725.00 |
| 11916 | 07/11/23 | P | | TA01 | TAHOE BASIN CONTAINER SVC.,INC | $3,468.50 |
| 11917 | 07/11/23 | P | | R&SOPT | R & S OPTIMUM OFFSET | $299.00 |
| 11918 | 07/11/23 | P | | US12 | USABLUEBOOK / HD SUPPLY, INC. | $711.60 |
| 11919 | 07/11/23 | P | | VER | VERIZON | $316.30 |
| 11920 | 07/11/23 | P | | WF01 | WELLS FARGO | $5,179.97 |
| 11921 | 07/11/23 | P | | ME10 | WESTERN BUYERS LLC | $248.55 |
| 11922 | 07/11/23 | P | | VAN1 | RICK VAN HORN | $264.21 |
| 11923 | 07/26/23 | P | | WEBB | ALEXANDER WEBB | $150.00 |
| 11924 | 07/26/23 | P | | AL17 | ALHAMBRA | $88.05 |
| 11925 | 07/26/23 | P | | AL01 | ALLISON MACKENZIE, Ltd. | $6,615.00 |
| 11926 | 07/26/23 | P | | BE15 | BENTLY FAMILY LTD PARTNERSHIP | $683.48 |
| 11927 | 07/26/23 | P | | BURNS | BURNS MACHINERY, INC. | $8,239.00 |
| 11928 | 07/26/23 | P | | CH15 | CHARTER COMMUNICATIONS | $274.95 |
| 11929 | 07/26/23 | P | | CIN10 | CINDERLITE TRUCKING CORP. | $2,830.00 |
| 11930 | 07/26/23 | P | | CODALE | CODALE ELECTRIC SUPPLY | $608.99 |
| 11931 | 07/26/23 | P | | EIDEB | EIDE BAILLY LLP | $5,079.88 |
| 11932 | 07/26/23 | P | | FASTEN | FASTENAL COMPANY | $103.94 |
| 11933 | 07/26/23 | P | | FR01 | FRONTIER | $48.96 |
| 11934 | 07/26/23 | P | | HOMETO | HOMETOWN HEALTH | $20,016.65 |
| 11935 | 07/26/23 | P | | SIERRA | DBA SIERRA OFFICE SOLUTIONS | $111.95 |
| 11936 | 07/26/23 | P | | BOU11 | BOULDER EXTERMINATORS, INC | $150.00 |
| 11937 | 07/26/23 | P | | MC10 | MCMASTER-CARR SUPPLY | $36.32 |
| 11938 | 07/26/23 | P | | MET11 | METLIFE - GROUP BENEFITS | $1,991.82 |
| 11939 | 07/26/23 | P | | GUT | MIKE GUTIERREZ | $209.00 |
| 11940 | 07/26/23 | P | | LA11 | NAPA AUTO PARTS | $855.96 |
| 11941 | 07/26/23 | P | | OREILL | O'REILLY AUTOMOTIVE, INC. | $80.64 |
| 11942 | 07/26/23 | P | | POL10 | POLYDYNE INC. | $8,234.00 |
| 11943 | 07/26/23 | P | | AN12 | R.O. ANDERSON ENGINEERING, INC | $20,202.50 |
| 11944 | 07/26/23 | P | | SIL4 | SILVER STATE ANALYTICAL LAB | $310.00 |
| 11945 | 07/26/23 | P | | AB01 | SUMMIT FIRE & SECURITY, LLC | $1,938.50 |
| 11946 | 07/26/23 | P | | SU13 | SUMMIT PLUMBING CO., LLC | $11,025.00 |
| 11947 | 07/26/23 | P | | TDFPD | TAHOE DOUG. FIRE PROTECT. DIST | $8,000.00 |

*** 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: 6/16/2023 to 8/15/2023



| Check No. | Date | Status* | Vendor ID | Payee Name | Amount |
|---|---|---|---|---|---|
| 11948 | 07/26/23 | P | THATCH | THATCHER COMPANY OF NV, INC. | $11,366.46 |
| 11949 | 07/26/23 | P | UN16 | UNDERGROUND SERVICE ALERT,INC. | $563.40 |
| 11950 | 07/26/23 | P | US12 | USABLUEBOOK / HD SUPPLY, INC. | $1,535.50 |
| 11951 | 07/26/23 | P | VI12 | VISION SERVICE PLAN - (AT) | $286.96 |
| 11952 | 08/09/23 | P | AL01 | ALLISON MACKENZIE, Ltd. | $2,625.00 |
| 11953 | 08/09/23 | P | ARC01 | ARCTIC ELECTRICIANS | $260.00 |
| 11954 | 08/09/23 | P | BE15 | BENTLY FAMILY LTD PARTNERSHIP | $640.92 |
| 11955 | 08/09/23 | P | CA12 | CARSON VALLEY OIL CO., INC. | $1,709.60 |
| 11956 | 08/09/23 | P | CODALE | CODALE ELECTRIC SUPPLY | $82.16 |
| 11957 | 08/09/23 | P | DELL | DELL MARKETING, L.P. | $10,096.27 |
| 11958 | 08/09/23 | P | DTS | DIGITAL TECHNOLOGY SOLUTIONS | $206.50 |
| 11959 | 08/09/23 | P | GI20 | DOUGLAS GIBSON | $299.28 |
| 11960 | 08/09/23 | P | EAST20 | EAST FORK ROOFING, LLC | $47,500.00 |
| 11961 | 08/09/23 | P | FREDH | FRED HOWARD | $282.21 |
| 11962 | 08/09/23 | P | GR13 | GRAINGER | $955.23 |
| 11963 | 08/09/23 | P | HVAC | HVAC HOME TUNE UP AND REPAIR | $425.06 |
| 11964 | 08/09/23 | P | SIERRA | DBA SIERRA OFFICE SOLUTIONS | $1.75 |
| 11965 | 08/09/23 | P | JO10 | JNA CONSULTING GROUP, LLC | $1,000.00 |
| 11966 | 08/09/23 | P | PH12 | JOHN PHILLIPS | $482.86 |
| 11967 | 08/09/23 | P | O&R | KATRINA ROCK | $143.61 |
| 11968 | 08/09/23 | P | KI11 | KINGSBURY GENERAL IMP. DIST. | $1,212.38 |
| 11969 | 08/09/23 | P | LIBERT | LIBERTY UTILITIES | $44.02 |
| 11970 | 08/09/23 | P | AGUILA | MANNY AGUILAR | $164.90 |
| 11971 | 08/09/23 | P | MCB01 | MCBRIDE MACHINE, INC. | $3,053.40 |
| 11972 | 08/09/23 | P | NV01 | NV ENERGY | $51,142.23 |
| 11973 | 08/09/23 | P | OREILL | O'REILLY AUTOMOTIVE, INC. | $106.65 |
| 11974 | 08/09/23 | P | EA13 | PAULA EAST-JANICKI | $696.11 |
| 11975 | 08/09/23 | P | VAN1 | RICK VAN HORN | $264.21 |
| 11976 | 08/09/23 | P | SIL4 | SILVER STATE ANALYTICAL LAB | $1,300.00 |
| 11977 | 08/09/23 | P | SO10 | SOUTH TAHOE REFUSE, INC. | $686.00 |
| 11978 | 08/09/23 | P | SO13 | SOUTHWEST GAS | $481.99 |
| 11979 | 08/09/23 | P | ST09 | STANDARD INSURANCE COMPANY | $639.56 |
| 11980 | 08/09/23 | P | TA01 | TAHOE BASIN CONTAINER SVC.,INC | $2,624.50 |
| 11981 | 08/09/23 | P | TA18 | TAHOE REGIONAL PLANNING AGENCY | $920.00 |
| 11982 | 08/09/23 | P | US12 | USABLUEBOOK / HD SUPPLY, INC. | $741.09 |
| 11983 | 08/09/23 | P | VER | VERIZON | $316.24 |
| 11984 | 08/09/23 | P | WF01 | WELLS FARGO | $2,517.59 |
| 11985 | 08/09/23 | P | WE12 | Western Envir. Testing Lab | $1,137.00 |
| 11986 | 08/09/23 | P | WE18 | WESTERN NEVADA SUPPLY CO. | $4,304.07 |
| | | | | **BANK WFCHK REGISTER TOTAL:** | **$426,574.09** |
| | | | | **GRAND TOTAL :** | **$426,574.09** |

*** 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: 6/16/2023 - 8/15/2023



| Entry # | Date | Document | Job | Account | Description | Debits | Credits | Balance |
|---|---|---|---|---|---|---|---|---|
| **BATCH: 8178** | **JOURNAL: B** | **STATUS: Posted** | **PERIOD: 2024 - 1** | **CREATED: 06/12/23 by YHJ** | | | | |
| 144409 | 07/03/23 | | | 265.4000 | SRF DEBT SVC | $63,082.88 | $0.00 | $63,082.88 |
| 144410 | 07/03/23 | | | 270.4000 | SRF DEBT SVC | $224,327.06 | $0.00 | $287,409.94 |
| 144411 | 07/03/23 | | | 705.4000 | SRF DEBT SVC | $7,165.69 | $0.00 | $294,575.63 |
| 144412 | 07/03/23 | | | 706.4000 | SRF DEBT SVC | $91,290.99 | $0.00 | $385,866.62 |
| 144413 | 07/03/23 | | | 101.4000 | SRF DEBT SVC | $0.00 | $385,866.62 | $0.00 |
| | | | | | **BATCH 8,178 TOTALS:** | **$385,866.62** | **$385,866.62** | **$0.00** |
| **BATCH: 8189** | **JOURNAL: B** | **STATUS: Posted** | **PERIOD: 2024 - 1** | **CREATED: 06/26/23 by YHJ** | | | | |
| 144538 | 07/14/23 | | | 414.1100 | PERS CONTRIBUTIONS JUNE | $12,876.57 | $0.00 | $12,876.57 |
| 144539 | 07/14/23 | | | 415.1100 | PERS CONTRIBUTIONS JUNE | $12,876.57 | $0.00 | $25,753.14 |
| 144540 | 07/14/23 | | | 101.1000 | PERS CONTRIBUTIONS JUNE | $0.00 | $25,753.14 | $0.00 |
| | | | | | **BATCH 8,189 TOTALS:** | **$25,753.14** | **$25,753.14** | **$0.00** |
| **BATCH: 8227** | **JOURNAL: B** | **STATUS: Posted** | **PERIOD: 2024 - 1** | **CREATED: 07/27/23 by YHJ** | | | | |
| 144901 | 07/26/23 | | | 417.1100 | Q4 FY 22-23 WORKERS' COMP | $2,894.00 | $0.00 | $2,894.00 |
| 144902 | 07/26/23 | | | 101.1000 | Q4 FY 22-23 WORKERS' COMP | $0.00 | $2,894.00 | $0.00 |
| | | | | | **BATCH 8,227 TOTALS:** | **$2,894.00** | **$2,894.00** | **$0.00** |
| **BATCH: 8235** | **JOURNAL: B** | **STATUS: Posted** | **PERIOD: 2024 - 2** | **CREATED: 08/02/23 by YHJ** | | | | |
| 144930 | 08/15/23 | | | 414.1100 | JULY PERS CONTRIBS | $12,985.00 | $0.00 | $12,985.00 |
| 144931 | 08/15/23 | | | 415.1100 | JULY PERS CONTRIBS | $12,985.00 | $0.00 | $25,970.00 |
| 144932 | 08/15/23 | | | 101.1000 | JULY PERS CONTRIBS | $0.00 | $25,970.00 | $0.00 |
| | | | | | **BATCH 8,235 TOTALS:** | **$25,970.00** | **$25,970.00** | **$0.00** |
| | | | | | **TOTAL OF ALL JOURNAL(S):** | **$440,483.76** | **$440,483.76** | |